

**Ministry of Higher Education and Scientific Research Scientific
Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

:the introduction

The educational program is a coordinated and organized package of courses that include procedures and experiences organized in the form of study vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs, such as the external examiner .program

The academic program description provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone in obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees .in the scientific departments

This guide, in its second version, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the developments and changes in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, semester) system, in addition to adopting the description of the academic program circulated pursuant to the letter of the Department of Studies TTM 3/2906 dated 5/3/2023 regarding programs .that adopt the Bologna process as the basis for their work

In this regard, we cannot but emphasize the importance of writing a description of academic programs and courses to ensure the smooth .running of the educational process

:Concepts and terms

Academic Program Description : The academic program description provides a concise summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning .strategies

Course Description : Provides a concise summary of the main characteristics of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. It is .derived from the programme description

Program Vision: An ambitious picture of the future of the academic program to be .an advanced, inspiring, motivating, realistic and applicable program explains the objectives and the activities required to **Program message:** It briefly achieve them, and it also identifies the paths and directions of the programme's .development

Program objectives: These are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and .observable

Curriculum structure: All courses/subjects included in the academic program according to the approved learning system (semester, year, Bologna track) whether they are required (ministry, university, college and scientific department) with the .number of academic units

acquired by **Learning outcomes:** A consistent set of knowledge, skills and values the student after successfully completing the academic program. The learning outcomes for each course must be determined in a way that achieves the program's .objectives

and learning strategies : It is the strategies used by a faculty member to develop They are plans that are followed to achieve learning . and learning student teaching objectives. That is, all classroom activities are described. And extracurricular to .achieve the learning outcomes of the program

نموذج وصف البرنامج الأكاديمي

اسم الجامعة: جامعة . جامعة الفرات الاوسط التقنية.
الكلية/ المعهد: المعهد التقني/ ديوانية.
القسم العلمي: قسم: تقنيات الادارة الصحية.
اسم البرنامج الأكاديمي او المهني: الادارة الصحية.
اسم الشهادة النهائية: دبلوم في تقنيات الادارة الصحية.
النظام الدراسي: الاول: فصلي، الثاني: سنوي
تاريخ اعداد الوصف: ٢٠٢٤/٣/٢٥
تاريخ ملء الملف: ٢٠٢٤/٣/٢٥

التوقيع :
اسم معاون العلمي: أ.م. افراح عبد الواحد حبيب
التاريخ : ٢٠٢٤/٣/٢١

التوقيع :
اسم رئيس القسم: أ.م. د. زكي محمد عباس
التاريخ : ٢٠٢٤/٣/٢٦

دقق الملف من قبل
شعبة ضمان الجودة والأداء الجامعي
اسم مدير شعبة ضمان الجودة والأداء الجامعي: أ.م. افراح رحيم عيدان
التاريخ : ٢٠٢٤/٣/٢١
التوقيع :

مصادقة السيد العميد
٢٠٢٤/٣/٢١

Program vision .1

Graduating technical and administrative health cadres who have the ability to plan, organize, direct and monitor health services in a manner consistent with the requirements of the Iraqi health reality .

Program message .2

Preparing qualified technical cadres to support health management, who possess all administrative skills, planning, supervision, motivation, guidance, evaluation, monitoring, and emphasizing the need for coordination between health cadres and support cadres in hospitals for the purpose of making case systems and family medicine successful. Enabling the graduate to apply the information mechanization system and develop skills in using computers, the Internet, English conversation, and medical terminology for diseases .

Program objectives .3

This major aims to prepare the student in an appropriate manner that enables him/her to work in health institutions of various types and forms. The major focuses on achieving the following objectives

1. Developing the necessary behavioral and administrative capabilities and skills, as well as public relations skills, among students of this specialization, and enabling them to apply modern concepts and theories in health management in their institutions, in a way that enhances their job performance

2. Enhancing the strategic thinking and strategic planning skills of students in this major, which qualifies them to build effective strategic plans for health institutions on solid foundations of high quality

3. Introducing students of this specialization to the latest developments and innovations in the fields of specialized health administrative knowledge,

building integrated health knowledge and culture on sound scientific and educational foundations among students, and deepening the relationship .between theoretical and applied aspects

Building communication skills between students of this major and the .4 community by developing their abilities to hold health programs and .events for the target groups

Introducing students of this major to the ethics, principles and foundations .5 .of health professions, leading to their commitment to these ethics

Programmatic accreditation .4

nothing

Other external influences .5

According to the needs of the labor market (the needs of the Department of .(Health

Program Structure .6

* comments	percentage	Study unit	Number of courses	Program Structure
General	%64	57	14	Institutional Requirements
help	%30.3	27	11	College Requirements
Specialized	%3	3	2	Department Requirements
	%2	2	1	Summer training
				Other

.Notes may include whether the course is basic or optional *

Program Description .7				
Credit hours		Course name	Course code	Year/Level
practical	theoretical			
3	2	Accounting Techniques1		The first
2	2	Preliminary statistics 1		
2	2	Mail and Archives 1		
0	2	Arabic1		
2	1	Civil Service Legislation1		
0	1	Human Rights1		
0	2	English 1		
2	1	Calculator Principles 1		

3	2	Health systems1		
2	2	Advanced Statistics 2		
2	1	Health documentation2		
2	2	Edit messages2		
2	1	Calculator Applications2		
3	1	Health Information Technology2		
0	1	Baath crimes 2		
3	1	Principles of Management 2		
3	2	Hospital Accounting 2		
3	2	Hospital Management		
3	1	Civil Service Legislation		
2	1	Hospital warehouse management		
2	1	Business correspondence		
2	1	Computer applications		
1	1	Professional conduct		
2	2	Community Health		
0	1	English language		
4	0	Word processing		
1	1	Professional behavior		
2	0	Research project		

Expected learning outcomes of the program .8

knowledge A- The

A1- Managing incoming, outgoing and confidential mail

A2- Methods and techniques of mail handling

A3- Preserving archives

A4- Archives Maintenance

A5- Transfer and destruction of archives

.A6- Use of office equipment, devices and materials

B- Skills

Providing graduates With the best types of theoretical and practical knowledge -1
. related to the specialty

Developing the characteristics and skills of creativity, innovation and renewal -2
. for future leaders of health institutions

Enriching knowledge and contributing to scientific progress in the field of -3
health administration by conducting scientific research in a manner that keeps
. pace with developments in that field

Meeting the development needs of qualified human resources in the field of -4
. health administration

Teaching and learning strategies .9

Theoretical lectures and the use of modern scientific methods in their -1
.presentation

. Practical exercises -2

.Computer aided visual aids -3

. Summer training -4

Evaluation methods .10

Theoretical exam -1

Practical exam -2

Oral questions -3
 .Preparing reports -4

Faculty .11						
Faculty members						
Faculty preparation		Special requirements/skills (if any)		Specialization		Academic Rank
lecturer	angel			private	general	
	✓			business management	administration	A.M.D. Zaki Mohamed Abbas
	✓			count	count	Asst. Prof. Dr. Mohammed Abdul Hussein Mohammed
	✓			Organizational behavior	business management	A.M. Khairiya Abdel Fadl
	✓			Financial management	business management	M. D. Mumal Hussein Juwaisim
	✓			Organizational behavior	business management	Dr. Asmaa Abdel Wahid Malik
	✓			Microscopic revival	Life Sciences	Ms. Nada Ahmed Fayrouz
	✓			Microscopic revival	Life Sciences	M. Riam Wissam Hassan
	✓			Biotechnology	Life Sciences	M.M. Marwa Ali Awda

	✓			Public international law	General law	M.M. Mohammed Ghattar Dayekh
	✓			General law	law	Mr. Ahmed Basem Majeed
	✓			zoology	Life Sciences	M.M. Maysam Hilal Hassan

Professional development

Orientation of new faculty members

New members are guided through continuing education courses to develop scientific and practical skills and experiences and orientation seminars

Professional development for faculty members

- Caring for the faculty member in terms of scientific and professional preparation and continuing to develop him to keep pace with scientific developments in the field of specialization and in educational aspects -1
- Development and advancement through continuous preparation and qualification processes . By entering a number of qualifying courses -2
- .Holding courses on teaching methods -3
- .Providing a large number of fellowships and missions outside the country -4

Acceptance Criteria .12

.According to the central admission plan

The most important sources of information about the program .13

- Scientific books -1
- .Specialized websites -2

Program development plan	.14
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.Providing the necessary specializations to cover the curricula -1
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.Focus on scientific competencies -2

Program Skills Chart

Required learning outcomes of the program

Values				Skills				knowledge				Essential or optional	Course name	Course code	Year/Level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A 1				
*	*					*	*	*			*	Basic- Specialized	Accounting Techniques1		The first
	*		*		*	*			*		*	Basic- Specialized	Preliminary statistics 1		
*		*			*	*		*				Basic- Specialized	Mail and Archives 1		
	*	*	*	*	*	*		*	*	*	*	help	Arabic1		
*	*					*	*	*			*	Basic- Specialized	Civil Service Legislation1		
	*		*		*	*			*			General	Human Rights1		
*	*					*	*	*				General	English 1		
	*		*		*	*			*			help	Calculator Principles 1		

*	*					*	*	*				Basic-Specialized	Health systems1		
	*		*		*	*			*		*	Basic-Specialized	Advanced Statistics 2		
*	*					*	*	*				Basic-Specialized	Health documentation2		
	*		*		*	*			*			help	Edit messages2		
*	*					*	*	*			*	help	Calculator Applications2		
*	*					*	*	*			*	Basic-Specialized	Health Information Technology2		
	*		*		*	*			*		*	help	Baath crimes 2		
*	*					*	*	*			*	Basic-Specialized	Principles of Management 2		
*	*					*	*	*				Basic-Specialized	Hospital Accounting 2		
	*		*		*	*			*			Specialized	Hospital management		

*	*					*	*	*				Specialized	Community Health		Second
	*		*		*	*			*			Specialized	Service Legislation		
*	*					*	*	*				Specialized	Hospital warehouse management		
	*		*		*	*			*		*	help	Research Project		
*	*					*	*	*			*	help	Business correspondence		
	*		*		*	*			*			help	Computer Applications		
*	*					*	*	*				help	Word processing		
*	*					*	*	*			*	help	Professional behavior		
	*		*		*	*			*		*	help	English language		

.Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed ●

Course Description Form

.1 Course name					
Mail management and electronic archiving					
.2 Course code					
.3 Chapter/Year					
Stage 1 - First Course					
.4 Date this description was prepared					
2024/25/3					
.5 Available attendance forms					
Daily work					
.6 Number of study hours (total) / Number of units (total)					
theoretical + 2 practical = 4 x 15 weeks = 60 hours (study course) 2					
.7 Name of the course administrator (if more than one name is mentioned)					
dw.khry@etu.edu.iq :Email A -Name: Asst. Prof. Dr. Khairiya Abdul Fadhel Al					
.8 Course objectives					
The student is able to practice incoming, outgoing and confidential mail procedures, storage procedures and office work in health institutions				Subject objective • •	
.9 Teaching and learning strategies					
Continuously attending continuing education courses to - .develop his experiences and skills Change the workplace from time to time so that it does not - .become a routine job and acquires new skills in a new job				Strateg	
.10 Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	Th weel

Oral and written test	Lectures Theory and practice	Mail and Archiving Management – Concept and Importance	Create a general idea about the importance of documentation since the previous Sumerian, Babylonian and Assyrian .eras	hours 4 per week	1
Oral and written test	Theoretical and practical lectures	Objectives and duties of the Postal and Archiving Department	Learn how to achieve the mail goals of management and archiving	hours 4 per week	2
Oral and written test	Theoretical and practical lectures	Incoming and outgoing mail procedures	Sources of incoming mail and the difference in nature from one facility to another. The state’s interest in developing its various facilities in incoming mail and applying it practically. The purpose of registering in the incoming register, identifying the specifications of outgoing mail and registering outgoing books in the outgoing	hours 4 per week	3

			register and how to deal with .attachments		
Oral and written test	Theoretical and practical lectures	Confidential mail - its concept - its importance / its procedures	What is meant by confidential information security and how to ensure that confidential information is not disclosed	hours 4 per week	4
Oral and written test	Theoretical and practical lectures	Classification - its concept and classification methods - Indexing its concept - / Arabic and English indexing rules	Organize archives building On what is similar or different in it to access it when needed easily and quickly - identifying the topics or names of people or names of places and establishments as well as determining the final form of the name	hours 4 per week	5
Oral and written test	Theoretical and practical lectures	Memorization and its types - Memorization methods, memorization steps and procedures	Storing documents, papers and correspondence in a system that ensures their safety and easy access	hours 4 per week	6

Oral and written test	Theoretical and practical lectures	Practical applications	Practical applications About the methods of memorization, the alphabetical and numerical methods, etc and learning how to open files for people, topics, and guidance cards, and using the number register and alphabetical indexes	hours 4 per week	7
Oral and written test	Theoretical and practical lectures	Indexes - Types of Indexes	Application to the general index, the alphabetical subject index and the alphabetical numerical index of names	hours 4 per week	8
Oral and written test	Theoretical and practical lectures	Practical applications	View index forms And how to arrange them in a practical way	hours 4 per week	9
Oral and written test	Theoretical and practical lectures	Correspondences and archiving methods	Learn the correct writing methods - and official correspondence between departments	hours 4 per week	10

Oral and written test	Theoretical and practical lectures	Alternatives - Follow-up of loaned archives - Preservation of other materials other than) (correspondence	loaned records replacement system is the cards or files that the loaned records clerk places in the	hours 4 per week	11
Oral and written test	Theoretical and practical lectures	Destruction of archived mail	Learn about the destruction law, its instructions, and the preservation of archives from chemical, natural, and .human factors	hours 4 per week	12
Oral and written test	Theoretical and practical lectures	Planning and designing the archives location	Develop a plan for the location of departments, determine the locations of employees, furniture , office equipment, and prepare appropriate conditions for the work .environment	hours 4 per week	13
Oral and written test	Theoretical and practical lectures	Manpower in the Archives Department Devices and equipment used in the field of preservation	Characteristics of people working in archives management and practical application with devices and equipment used	hours 4 per week	14

Oral and written test	Theoretical and practical lectures	Modern archiving systems	Learn about modern archival systems such as electronic archiving and .databases	hours 4 per week	15
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
Mail and Archive / Samira Bashir Hassou / Karim Sadek Hassan 1986			Required textbooks (methodology if (any		
The reality of preservation and archiving systems in Iraq National Development Plan Research Series National Center for Consulting and Administrative Development			Main References (Sources)		
Electronic journalism and its impact on the concept of electronic archiving / Iraqi Journal of Information Technology Al-Zuhairi / Talal Nazim			Recommended supporting books and references (scientific journals (.reports, etc		
Wikimedia index of the free encyclopedia on libraries and information Wikipedia.org/wiki Modern methods of managing and organizing archives (Al-Yusr Forums for Libraries http:alyassr.net/vblshowthread Technical organization of archives http:www.abahe.co.uk/erecutive_and_office_management_enc Document and Archives Management System www.sacm.org/arabic sacm/student service Documentation and Archives Center www.mohe.gov.sa/ar/ministry			Electronic references, websites		

Course Description Form

administrative messages Edit / Course name .1
Course code .2

Chapter / First Course First .3

Date of preparation of this description /2024 .4

Available attendance forms / daily attendance .5

Number of study hours (total) / Number of units (total) .6

Total	Practical	Theoretical
4	2	2

Name of the course administrator (if more than one name is .7
(mentioned

suhad.ameer.idi@atu.edu.iq :Email Aidi -Name: Suhad Abdul Ameer Al

objectives Course .8

Subject objectives

educate students, develop their thinking, and guide them to the right path in terms of education and developing their scientific ideas to It aims

Teaching and learning strategies .9

Strategy

Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Writing English Letters.. Setting out an English Letter.. Exercises	the first the second	Writing English Letters.. Setting out an English Letter.. Exercises	the first the second	Writing English Letters.. Setting out an English Letter.. Exercises	the first the second

Getting a Job, Letters of Application, exercises	the third Fourth Fifth	Getting a Job, Letters of Application, exercises	the third Fourth Fifth	Getting a Job, Letters of Application, exercises	the third Fourth Fifth
Travel, Booking a Hotel, Making Appointments, Exercises	Sixth	Travel, Booking a Hotel, Making Appointments, Exercises	Sixth	Travel, Booking a Hotel, Making Appointments, Exercises	Sixth
Inquiries and offers Inquiries, Replying to Inquiries, Offers of Goods, Exercises	Seventh The eighth Ninth	Inquiries and offers Inquiries, Replying to Inquiries, Offers of Goods, Exercises	Seventh The eighth Ninth	Inquiries and offers Inquiries, Replying to Inquiries, Offers of Goods, Exercises	Seventh The eighth Ninth
Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth	Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth	Orders, Executing Orders, Complaints, Replying to Complaints, Exercises	tenth
Methods of Payments, Invoicing, Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	eleventh twelfth thirteenth	Methods of Payments, Invoicing, Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	eleventh twelfth thirteenth	Methods of Payments, Invoicing, Financial Adjustment, Settlements of Accounts, Status Inquiries, Exercises	eleventh twelfth thirteenth
Forging Trade, Methods of Payments in Foreign	fourteenth	Forging Trade, Methods of Payments in Foreign	fourteenth	Forging Trade, Methods of Payments in Foreign	fourteenth

Transactions, Exercises		Transactions, Exercises		Transactions, Exercises	
In Iraq... Telephone Services, Banking, Secretarial Services, Exercises	fifteenth	In Iraq... Telephone Services, Banking, Secretarial Services, Exercises	fifteenth	In Iraq... Telephone Services, Banking, Secretarial Services, Exercises	fifteenth
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
Course books			Required textbooks (methodology if any)		
			Main References (Sources)		
			Recommended supporting books and references (.scientific journals, reports, etc)		
Websites			Electronic references, websites		

Course Description Form

Course name .1
Health documentation
Course code .2
-
: Chapter/Year .3
Stage 1 - Course 2
Date this description was prepared .4
2024/25/3
Available attendance forms .5
Daily work
Number of study hours (total) / Number of units (total) .6
theoretical + 2 practical = 3 * 15 weeks = 45 hours (academic course) 1

Name of the course administrator (if more than one name is mentioned) .7					
dw.khry@etu.edu.iq :Email A -Name: Asst. Prof. Dr. Khairiya Abdul Fadhel Al					
objectives Course .8					
k in the field of medical records management. It enables the student to It also helps to develop skills l the knowledge necessary to work in a variety of medical records . management jobs				Subject objectives	
Teaching and learning strategies .9					
Continuously attending continuing education courses to - .develop his experiences and skills Change the workplace from time to time so that it is not a - .routine job and acquires new skills in a new job				Strategy	
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral and written test	Lectures Theory and practice	The concept of medical documentation / definition of the medical record - its importance - its objectives	The student will be able to know the data and information related to the patient and document it and the importance of this .documentation	hours 3 per week	1
Oral and written test	Theoretical and practical lectures	Medical Records History	The student will be able to learn about the history of medical .records	hours 3 per week	2
Oral and written test	Theoretical and practical lectures	Medical Record Concept - Its Purpose and Importance in	The student will be able to know how to record the meeting that	hours 3 per week	3

		Hospitals / Advantages	takes place between the doctor and the patient and the importance of this recording in the medical .records		
Oral and written test	Theoretical and practical lectures	Centralization and decentralization of medical records	Find out if there is one central department in the hospital or several departments to manage medical records	hours 3 per week	4
Oral and written test	Theoretical and practical lectures	Hospital Information Systems Definition-Type-) (Components	how Learn health information systems are used by everyone in health care from patients to physicians to public health .officials	hours 3 per week	5
Oral and written test	Theoretical and practical lectures	Types of hospitals and hospital administrative organization	The student will be able to classify hospitals according to the criteria of ownership and administrative .affiliation	hours 3 per week	6
Oral and written test	Theoretical and practical lectures	Administrative, social, medical information and basic medical forms	The student will be able to determine the type of administrative, social and medical information such as the patient's name, date of .admission, etc	hours 3 per week	8-7

Oral and written test	Theoretical and practical lectures	Medical records numbering and preservation	Know how to number and store medical records according to patient names, discharge numbers, or diagnosis code numbers	hours 3 per week	9
Oral and written test	Theoretical and practical lectures	Arrange and review quantitative and qualitative medical records	The student learns about the medical file that is used to review the quality of medical care provided and for other legal matters	hours 3 per week	11-10
Oral and written test	Theoretical and practical lectures	Medical statistics	and Identify understand the statistical system of the hospital's various departments and assist them in implementing and maintaining it	hours 3 per week	13-12
Oral and written test	Theoretical and practical lectures	Legal requirements, information technology and its practical applications in the medical record	The student will understand the that medical record is an important legal document that is officially relied upon to indicate the type and nature of services provided to the patient while he was in the hospital	hours 3 per week	14
Oral and written test	Theoretical and practical lectures	Medical record sections, duties,	He will learn the about	hours 3 per week	15

		design, space and contents	sections of medical records (paper and electronic), the space allocated for the record, and how to .organize it		
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
			/ required textbooks (methodology if (any		
			Main References (Sources)		
			Recommended supporting books and references (scientific journals, (.reports, etc		
			https://m-quality.net/	Electronic references, websites	

Course Description Form

Course Name / Hospital Stores			Man	
			Cou	
Semester / Second Academic				
Date of preparation of this description			ption	
Available attendance forms			Da	
Number of study hours (total) / Number of			unit	
		the total	practical	theoretical

3

2

1

: Course Instructo

dw.mol@atu.edu.iq : A. Email Name: M.D. Moamel Hussein Jaw

objectives

General objective: The course aims to study the scientific foundations of warehouse and purchasing management and their practical applications in health sector units

Specific objective: Providing the student with information that qualifies him to perform storage and purchasing activities in the units and warehouses located in the health sector bodies and institutions including providing materials, equipment and devices at the appropriate time and place and in an economical manner in normal and emergency situations

Course

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches
Oral and written test	Lectures theory	The concept of the importance of warehouses and general concepts / the importance of storage and its purposes in the national economy, in production facilities and in health facilities	Learn about warehouses, how to manage them, and the concepts related to the storage process	2

Oral and written test	Lectures theory	Warehouse Management Jobs / Warehouse Management Position in Organizational Structure	Learn about the function of receiving, checking, disbursing and inventory control	2	
Oral and written test	Lectures theory	The relationship of warehouse management with other departments / warehouse management as an independent department	Identify the relationship between warehouse management and other departments as an independent or subordinate department	2	
Oral and written test	Lectures theory	Duties, responsibilities and functions of warehouse management (warehouse manager / warehouse officer / head of the inspection and receiving department)...etc	Learn about the responsibilities and duties of the warehouse manager/warehouse officer/head of the inspection and receiving department	2	
Oral and written test	Lectures theory	Centralization and decentralization in storage	The importance of centralization and decentralization and the factors affecting the choice of each	2	
Oral and written test	Lectures theory	Scientific organization of materials inside the warehouse (inventory description / simplification and planning of materials / distinction and classification of materials /	Use methods to arrange materials inside the warehouse	2	Six

		coding of materials / preparation of materials (manual			
Oral and written test	Lectures theory	warehouse buildings	Learn the steps that must be followed in successful and effective .planning	2	
Oral and written test	Lectures theory	Storage Equipment / Maintaining Materials in the Warehouse	Handling knowledge of warehouse equipment	2	
Oral and written test	Lectures theory	Warehouse Operations Management Inspection/Receipt,) (Disbursement and Return	Learn about the processes for your warehouse	2	
Oral and written test	Lectures theory	Records and storage cards classification card /) automatic registration card (manual registration card /	Types of cards and storage records	2	
Oral and written test	Lectures theory	Inventory planning / Economic impulse purchase estimation / Inventory planning methods (using tabular analysis / using graphs / using mathematical (.equations / reorder point	The importance and benefits of planning inventory size using mathematical methods	2	hirtee

Oral and written test	Lectures theory	Stock planning/training offer comparison	Learn the steps of proper planning	2	
Oral and written test	Lectures theory	Stock control (inventory/turnover/budget)	The importance of inventory control	2	sixteen
Oral and written test	Lectures theory	Problems and obstacles of qualitative storage	Identify storage problems	2	e
Oral and written test	Lectures theory	Warehousing performance evaluation	The necessity of performance evaluation to identify strengths and weaknesses	2	r
Oral and written test	Lectures theory	The concept, importance and objectives of purchasing management in the health sector	Learn about the importance and objectives of purchasing management	2	
Oral and written test	Lectures theory	Purchasing Management Jobs	Knowing the most important functions of purchasing management	2	t
Oral and written test	Lectures theory	The location of the purchasing department in the organizational structure and its relationship with other departments	Identify the position of the purchasing department in the organizational structure	2	Two
Oral and written test	Lectures theory	Purchasing Strategy	Learn about purchasing strategies	2	Tw

Oral and written test	Lectures theory	Internal organization of the purchasing department / purchasing and suppliers department	Methods of internal organization of purchasing management	2	four
Oral and written test	Lectures theory	Centralization and decentralization in purchasing/basic lines in purchasing	Identify the reasons for using centralization and decentralization in purchasing	2	twenty
Oral and written test	Lectures theory	Determine the quantity required / buy in bulk / buy in small quantities	Identify the quantities required to purchase according to demand	2	Tw
Oral and written test	Lectures theory	Choosing procurement sources / factors in selecting suppliers	How to choose purchasing sources and suppliers	2	tw
Oral and written test	Lectures theory	Electronic calculator in the health sector	Learn how to use computers in the health sector	2	

Course Ev

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, monthly and written exams.

Learning and teaching re

Required textbooks (me

Main Refer

Recommended supporting books and refer

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Electronic refe

Course Description Form

Health Systems: Course Name .1	
: code .2	
Semester/ Year: First Year .3	
: 2024 Date of preparation of this description .4	
Daily attendance : Available attendance forms .5	
theoretical + 3 practical 2 Number of study hours (total) / Number of units (total) .6 Specialized Number of units 10 5 =	
Name of course administrator (if more than one name is given) .7	
riyam.hasan@atu.edu.iq : Amail Riyam Wassim Hassan Al .Name: M	
objectives Course .8	
<p>Study of the health systems followed in Iraq compared to some countries of the world</p> <p>Learn about the referral system, incentives, and medical and health progression laws currently in effect in Iraq</p> <p>Teaching students how to apply systems and benefit from them when practicing their work in the future</p>	<p>Subject objectives</p>
Teaching and learning strategies .9	
	Strategy

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
Oral and written test Oral and written test	Lectures Theory and practice	Health Concepts Health Care Health Services Health System , Components of Health System , Health System Basics Health, Wealth and Social Welfare	Creating a general idea about the importance of health, its concepts, health services, the health system and its components	5	1
Oral and written test Oral and written test	Lectures Theory and practice	health care Health care levels Elements of the Administrative Model of a Health Care Organization	It is based on the philosophy of primary health care, meaning comprehensiveness and ensuring that everyone is covered by obtaining primary health services	5	2
Oral and written test	Lectures Theory and practice	Administrative model of health care organization	The health organization is an official body that produces outputs. Achieving goals through the use and employment of transformation processes for inputs and resources	5	3
Oral and written test	Lectures Theory and practice	basic health services / Characteristics of health services	Definition of citizens' awareness and health guidance The distinctive features of the health service provided by the hospital are embodied in the privacy of the services	5	4

Oral and written test	Lectures Theory and practice	Economic cost ill health	Definition of economics a economics is Health modern branch of economics that examines how the tools of economics can be applied to .health care issues	5	5
Oral and written test	Lectures Theory and practice	health Impact of pressure expenditure	Implementing accurate and detailed mechanisms to review applications from a medical and technical perspective	5	5
Oral and written test	Lectures Theory and practice	Public health interventions	Early interventions to promote children's physical and mental health		7
Oral and written test	Lectures Theory and practice	Reducing socio-economic disparities	viding dedicated services to wer socio-economic groups	5	8
Oral and written test	Theoretical and practical lectures	The role of medical services in response and satisfaction	The primary aim of health services is to enable all patients to access accessible and high-quality health .care	5	9
Oral and written test	Theoretical and practical lectures	Performance measurement to improve the health system	A tool to measure the percentage of achievement of the required level of expected results	5	10
Oral and written test	Theoretical and practical lectures	Investing in health systems	Investing in interventions Best for the cost	5	11
Oral and written test	Theoretical and practical lectures	Individual model in health organization management , sponsor model , functional model	Review some entries And its characteristics	5	12
Oral and written test	Theoretical and practical lectures	Environmental measurement in hospital management , medical behavioral approach , psychiatric approach	Review some entries And its characteristics	5	13

Oral and written test	Theoretical and practical lectures	Economic problems in the health system	Definition of the most important problems Economic	5	14
Oral and written test	Theoretical and practical lectures	Intellectual capital formation	health Definition of knowledge, skills and abilities	5	15
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
Health Systems / Samira Bashir Hassou / Karim Sadiq Hassan 1986			Required textbooks (methodology if any)		
The reality of preservation and archiving systems in Iraq College of Health Sciences Research Series			Main References (Sources)		
Health Information Systems and Hospitals Book / Dr. Abdel Ghafour Abdel Fattah			Recommended supporting books and references (scientific journals, reports, etc)		
Wikipedia index on libraries and information Wikipedia.org/wiki Modern methods of managing and organizing archives (Al-Yusr Forums for Libraries) http://alyassr.net/vb1showthread			Electronic references, websites		

Course Description Form

: Course name .1
Health Information Technologies
: code .2
:Chapter/ Year .3
First year

: 2024 Date of preparation of this description .4

Daily attendance : Available attendance forms .5

theoretical + 3 practical 1 Number of study hours (total) / Number of units (total) .6
Specialized Number of units 10 4 =

Course Instructor Name .7

riyam.hasan@atu.edu.iq : Amail Riyam Wassim Hassan Al .Name: M

objectives Course .8

<p>Apply the basic functions of public health . to the analysis of public health problems The specialty aims to explain the availability, acceptability and accessibility of health care among different population . groups Improving the quality or effectiveness of . health care</p>	<p style="text-align: right;">Subject objectives</p>
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Teaching and learning strategies .9

Strategy

Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watch es	The week
<p>Oral and written test</p> <p>Oral and written test</p>	<p>Lectures</p> <p>Theory and practice</p>	<p>Introduction to Information Systems Concept and Definition</p>	<p>Create an overview of Information that systems represent the nerve Information related to the provision of health care to the patient is at the heart of all</p>	<p>5</p>	

Oral and written test	Lectures Theory and practice	Components of health information system , systems Electronic medical records , radiology system Functional investigations	medical and health .care activities Definition of electronic medical records and their significant difference from traditional paper records in their function and purpose, as they are considered a reference for storing all patient information, from basic data to comprehensive .medical information	5	2
Oral and written test	Lectures Theory and practice	Pharmacy system warehouse systems	Defining the role of the pharmacy and warehouse system and its role in drug recording all data and even storage locations, and facilitating the possibility of holding sellers accountable	5	3
Oral and written test	Lectures Theory and practice	Appointments and clinics Telehealth Services Definition of telemedicine	Definition: Organizing outpatient appointments , eliminating file loss problems , transferring medical data , and various types of communication .technology	5	4
Oral and written test	Lectures Theory and practice	information systems medical,) administrative, strategic decision (support	Knowing its role is designed to support patient care and provide strategic information systems with the required information. There are many applications for medical information systems, such as strategic planning . And management	5	5
Oral and written test	Lectures Theory and practice	information systems medical,) administrative, strategic decision (support	Knowing its role is designed to support patient care and provide strategic information systems with the required information. There are many applications for medical information systems, such as	5	5

			strategic planning . And management		
Oral and written test	Lectures Theory and practice	Essential elements of a health information system	Identify the essential elements AS for individuals Hardware Software Data		7
Oral and written test	Lectures Theory and practice	Advantages of standardized health information systems	The health information system contributes to providing comprehensive information about the patient with great speed and high efficiency	5	8
Oral and written test	Theoretical and practical lectures	Elements of the general plan of the information system	It is concerned with determining the organization's goals, objectives and priorities, and developing work plans	5	9
Oral and written test	Theoretical and practical lectures	Information System Life Cycle	Each system has an information cycle that contains: Systems analysis , system design method selection , system design	5	10
Oral and written test	Theoretical and practical lectures	The relationship between information systems and performance evaluation Strategic	These systems provide the data and information necessary to measure and evaluate the organization's performance effectively and accurately	5	11
Oral and written test	Theoretical and practical lectures	Problems and obstacles that limit efficiency Information	Review of some problems and challenges in the information system	5	12
Oral and written test	Theoretical and practical lectures	Computerized accounting information systems	Review some of its components and types And its characteristics	5	13
Oral and written test	Theoretical and practical lectures	Computerized accounting information systems	Review some of its components and types And its characteristics	5	14

Oral and written test	Theoretical and practical lectures	System Indicators Basic, Application Tools	coordination Definition of and organized cooperation within the health sector from the lowest to the highest levels	5	15
Course Evaluation .11					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .12					
Health Systems / Samira Bashir Hassou / Karim Sadiq Hassan 1986			Required textbooks (methodology if any)		
Electronic journalism and its impact on the concept of electronic archiving			Main References (Sources)		
Health Information Systems and Hospitals Book / Dr. Abdel Ghafour Abdel Fattah			Recommended supporting books and references (scientific journals, reports, etc)		
Wikipedia index on libraries and information Wikipedia.org/wiki Modern methods of managing and organizing archives (Al-Yusr Forums for Libraries) http://alyassr.net/vb1showthread			Electronic references, websites		

Course Description Form

: Course name .13
English language
Course code .14
-
: Chapter/Year .15
Stage 1 - First Course
Date this description was prepared .16
2024/25/3
Available attendance forms .17
Daily work
Number of study hours (total) / Number of units (total) .18
(study course)30 = weeks 15* theoretical 2

Name of the course administrator (if more than one name is mentioned) .19					
raneen.fadel@atu.edu.ig : A Email Al M.M. Raneen Muwaffaq :Name					
objectives Course .20					
The student is able to learn the basics of the English language, .grammar, and how to formulate correct sentences				Subject objectives	
Teaching and learning strategies .21					
Continuously attending continuing education courses to - .develop his experiences and skills Change the workplace from time to time so that it is not a - .routine job and acquires new skills in a new job				Strategy	
Course structure .22					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral and written test	Lectures theory	Unit One	Create an idea about the basics of the language	hours 2 per week	1
Oral and written test	Theoretical lectures	Unit Two	Learn how to distinguish between auxiliary verbs	hours 2 per week	2
Oral and written test	Theoretical lectures	The third unit	Explanation of the simple present tense lesson	hours 2 per week	3
Oral and written test	Theoretical lectures	Unit Four	the Explain present	hours 2 per week	4

			continuous tense		
Oral and written test	Theoretical lectures	The fifth unit	past tense A	hours 2 per week	5
Oral and written test	Theoretical lectures	Unit Six	past continuous tense	hours 2 per week	6
Oral and written test	Theoretical lectures	Unit Seven	Phonetics application	hours 2 per week	7
Oral and written test	Theoretical lectures	The eighth unit	Numbers	hours 2 per week	8
Oral and written test	Theoretical lectures	Unit Nine	present The tense of the second	hours 2 per week	9
Oral and written test	Theoretical and practical lectures	The tenth unit	past perfect tense	hours 2 per week	10
Oral and written test	Theoretical and practical lectures	Unit Eleven	perfect past continuous	hours 2 per week	11
Oral and written test	Theoretical and practical lectures	Unit Twelve	Present perfect continuous	hours 2 per week	12
Oral and written test	Theoretical and practical lectures	Unit Thirteen	Main and auxiliary verbs	hours 2 per week	13
Oral and written test	Theoretical and practical lectures	Unit Fourteen	Definite articles	hours 2 per week	14
Oral and written test	Theoretical and practical lectures	Unit Fifteen	comprehension, voice and conversation	hours 2 per week	15

Course Evaluation .23

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .24

Head way |uired textbooks (methodology if any)

Course Description Form

Course name .1	
Computer principles	
Course code .2	
Computer principles	
Chapter/Year .3	
First - First Course	
:Date this description was prepared .4	
2024-3-26	
Available attendance forms .5	
Daily work	
Number of study hours (total) / Number of units (total) .6	
3	
Name of the course administrator (if more than one name is .7 :(mentioned	
:Name :Dw.web@atu.edu.iq Amil Al Nada Jabbar Dubai	
objectives Course .8	
<p>will learn the concept of computer and its .terminology</p> <p>will learn about the physical and mental .components of the computer</p> <p>will learn to use Microsoft Office programs and .products</p>	<p style="text-align: center;">Subject objectives</p>
Teaching and learning strategies .9	
<p>ng theoretical and scientific lectures in addition to the available means of .clarification and the discussion method</p>	<p style="text-align: center;">Strategy</p>

Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral test and daily exam	Theoretical lectures	Introduction - Definition of concept of computer its various terms, its development, and its types	Understand the concept of computer	11	the first
Oral test and daily exam	Theoretical lectures	Identify the different physical components... (importance, functions,) (types	Learn about computer components	1	the second
Oral test and daily exam	Theoretical lectures	Identify the intangible components of the computer / their classifications, their importance	Identify the intangible components of a computer	1	the third
Oral test and daily exam	Theoretical lectures	Definition of operating systems.. (their importance, components, (functions	Identifying to know the operating system	1	Fourth
	Theoretical lectures	Requirements - Setup - and Operation for Windows	Windows running	1	Fifth
Oral test and daily exam	Theoretical lectures	My Identify the -Computer icon Explain the contents of -File - Edit menus the Execute various .commands	My Computer Lists - Execute Commands	1	Sixth
	Theoretical lectures	Learn about the rest of the menus and My commands of the -Computer icon Execute commands	My Computer Lists - Execute Commands	1	Seventh

Oral test and daily exam	Theoretical lectures	My Learn about the and Documents icon its contents from menus and commands and implement them -	My Documents explanation	1	The eighth
	Theoretical lectures	Dealing with the Recycle Bin icon	ing with the Recycle Bin Icon	1	Ninth
Oral test and daily exam	Theoretical lectures	Getting to know and the Task dealing with -Bar	aling with the taskbar	1	tenth
	Theoretical lectures	Learn about some of the contents of the (Run - Start menu Search - Help & Support)	ntify the contents of the ring	1	atheistic ten
Oral test and daily exam	Theoretical lectures	Learn about some of Control Panel the functions - Printer & Faxes	ontrol Panel- Jobs Printer& Faxes	1	the second ten
	Theoretical lectures	How to deal with some programs installed in the Windows environment through All Program	ting to know the Program window	1	the third ten
Oral test and daily exam	Theoretical lectures	Microsoft application word	ting to know the Word interface	1	Fourth ten
Oral test and daily exam	Theoretical lectures	Excel application	ting to know the Excel interface	1	Fifth ten

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
http://www.4shared.com/document/5r_zEuZ-/Learning_Word_2010_in_Arabic_.html	Main References (Sources)

	Recommended supporting books and references (scientific journals, reports, etc.)
http://www.4shared.com/document/5r_zEuZ-/Learning_Word_2010_in_Arabic_.html	Electronic references, websites

Course Description Form

	Course name .1
	Computer principles
	Course code .2
	Computer principles
	Chapter/Year .3
	2024-2023
	:Date this description was prepared .4
	2024-3-26
	Available attendance forms .5
	Daily work
	Number of study hours (total) / Number of units (total) .6
	Total number of hours Number of units 63
	Name of the course administrator (if more than one name is .7 :(mentioned
	: Dw.web@atu.edu.iq Amil Al Nada Jabbar Dubai :Name
	objectives Course .8
<p>will learn about computer applications and their relationship in our lives</p> <p>.He will learn some Adobe programs</p> <p>.He will learn about video editor programs</p> <p>.He will learn to use Microsoft Office programs</p>	<p style="text-align: right;">Subject objectives</p>
	Teaching and learning strategies .9
	Strategy

ng theoretical and scientific lectures in addition to the available means of .clarification and the discussion method					
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral test and daily exam	Theoretical lectures	will learn about computer applications and their .relationship in our lives	Learn about computer applications and their importance in learning	11	the first
Oral test and daily exam	Theoretical lectures	will learn about computer applications and their .relationship in our lives	Learn about computer applications and their importance in learning	1	the second
Oral test and daily exam	Theoretical lectures	is a Adobe Photoshop .raster graphics editor	Get to know the Adobe Photoshop interface	1	the third
Oral test and daily exam	Theoretical lectures	is a Adobe Photoshop .raster graphics editor	Get to know the Adobe Photoshop interface	1	Fourth
	Theoretical lectures	Free video editing software for free	Learn about video editing software	1	Fifth
Oral test and daily exam	Theoretical lectures	Completing the explanation of the free video editing program	Learn about video editing software	1	Sixth
	Theoretical lectures	Definition of blogs and types of blogs	Get to know the blogs	1	Seventh
Oral test and daily exam	Theoretical lectures	Definition of blogs and types of blogs	Learn about blog pages	1	The eighth
	Theoretical lectures	Learn about the importance of the authoritative program	Learn about the authorware program	1	Ninth

Oral test and daily exam	Theoretical lectures	Learn about the importance of the authoritative program	Authorware Program	1	tenth
	Theoretical lectures	Learn how to operate Excel and its importance	Excel program explanation	1	the tenth
Oral test and daily exam	Theoretical lectures	Get to know the program interface	Excel interface explanation	1	the second ten
	Theoretical lectures	Explanation of the components of the File menu and how to save the worksheet	to know the file list	1	the third ten
Oral test and daily exam	Theoretical lectures	Explain the home page requirement and give an example .of designing a table	Learn about ribbons in Excel	1	Fourth ten
Oral test and daily exam	Theoretical lectures	Design a table and apply some functions summation, highest) degree, and lowest (degree	How to design a table solve mathematical equations	1	Fifth ten

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	Required textbooks (methodology if any)
http://www.4shared.com/document/5r_zEuZ-/Learning_Word_2010_in_Arabic_-.html	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports, etc.)
http://www.4shared.com/document/5r_zEuZ-/Learning_Word_2010_in_Arabic_-.html	Electronic references, websites

Course Description Form

Arabic Course name	.25
Course code	.26
Semester/Year: First Semester/First Academic Year	.27
Date of preparation of this description: 26/3/2024	.28
Available attendance forms / physical	.29
Number of study hours (total) / Number of units (total) / 30 hours	.30
Name of the course supervisor (if more than one name is / (mentioned	.31
wassan.budi@atu.edu.iq : Email Name: M.D. Wassan Abbas Budi Al A	
objectives Course	.32
<p>Identify the most important theories that have been said about the origin of -1 language</p> <p>Recognizing the importance of correct writing and the accompanying correct -2 reading and understanding</p> <p>Developing the student's grammatical and linguistic abilities -3</p> <p>Accurately identifying the correct writing methods, such as drawing the hamza in -4 various forms, and accurately distinguishing between some letters, such as the letter taa</p> <p>And the ha, the dha, and the dha</p> <p>Learning some grammatical rules helps in writing sentences correctly and with the -5 least possible number of errors</p>	subject objectives
Teaching and learning strategies	.33

<p style="text-align: right;">Lecture, blackboard use and delivery - Demonstrations (using diagrams, pictures, and educational films) - Interactive Discussion - Self-education -</p> <p style="text-align: right;">Strategy</p>					
Course structure .34					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Weeks	The week
Oral test And my editing	Lectures theory	Spelling rules for writing) (the hamza	<p>What is meant by Hamzat al- ?Wasl What is meant by hamzat al- ?'qata ?What is meant by hamza Medium and Hamza Extreme and their positions</p>	2	the first
Oral test And my editing	Lectures theory	Nominatives and accusatives	<p>the student's knowledge of the raised and lowered nouns and their diacritical marks</p>	2 3 4	the second and the third Fourth

Oral test And my editing	Lectures theory	lar and nar letters	e student's standing on the ar and lunar letters and their positions	5	Fifth
Oral test And my editing	Lectures theory	Syntax and construction of ouns, verbs and letters	hat do we mean by built and inflected What are construction signs hat are the original and secondary diacritical marks	6 7	Sixth Seventh
Oral test And my editing	Lectures theory	About the exclamation and reference styles	plaining to the student the o styles of exclamation and preference and their forms With them	8	The eighth
Oral test And my editing	Lectures theory	Copy names	plaining to the student the rogating words from the mes, and it was given this me because it changes the ing in wording and .meaning	9	Ninth
Oral test And my editing	Lectures theory	Conjunctions	aking the student understand conjunctions, their meanings and their rules	10	tenth

Oral test And my editing	Lectures theory	Interrogative words	Explaining to the student the interrogative letters, their tools, meanings and uses	11	eleventh
Oral test And my editing	Lectures theory	Punctuation marks And its uses	What do we mean by punctuation marks What are the types of punctuation marks Where do each punctuation mark fit	12	the second ten
Oral test And my editing	Lectures theory	Exception tools	Understanding the meaning of exception and its tools and how to bring its tools in the sentence, as well as knowing grammatical movements of exception and the exception From him	13	thirteenth
Oral test And my editing	Lectures theory	Number and counted	Helping the student understand the rules of numbers and counted things in order to write the number included in a sentence correctly	14	fourteenth
Oral test And my editing	Lectures theory	The object	Understanding on the object and defining it Knowing its types and grammatical movements	15	fifteenth
Course Evaluation .35					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc					

Learning and teaching resources .36	
	Required textbooks (methodology if any)
Koran A Brief Introduction to Spelling and Writing Rules Explanation of Ibn Aqil Spelling rules	Main References (Sources)
Concise Arabic for Non-Specialists	Recommended supporting books and references (scientific journals, reports, etc)
any sites that deal with the Arabic language, including YouTube and scientific research	Electronic references, websites

Course Description Form

Course name .13
Human Rights and Democracy
Course code .14
Chapter/Year .15
First year
Date this description was prepared .16
2024
Available attendance forms.17
Daily work
Number of study hours (total) / Number of units (total).18
4
Name of the course administrator (if more than one name is mentioned) .19
: A'mil Name: Al mohammed.gdaiek.idi7@atu.edu.iq M.M. Mohammed Ghtaar Dayekh

objectives Course .20					
General objective: The student will become familiar with the principles and values of human rights and democracy				Subject objectives	
Specific objective: The student becomes aware of the ongoing awareness of human rights and the fundamental freedoms associated with them					
Teaching and learning strategies .21					
Using theoretical and scientific lectures in addition to the available means of clarification and the discussion method				Strategy	
Course structure .22					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
al test and daily exam	Theoretical lectures	historical overview of what human rights are	roducing the student human rights and their objectives	4	the first
al test and daily exam	Theoretical lectures	A historical overview of human rights in ancient civilizations	roducing the student the history of human rights in ancient civilizations, especially the civilization of Mesopotamia	4	the second
al test and daily exam	Theoretical lectures	the concept of human rights in divine laws and religions	the student's awareness of human rights in divine laws, with a focus on human rights in Islamic law	4	the third
al test and daily exam	Theoretical lectures	The concept of human rights in the Middle Ages under the control of the Church and feudalism	roducing the student to human rights in the Middle Ages	4	Fourth
al test and daily exam	Theoretical lectures	the role of doctrines, schools and theories in promoting human rights	roducing the student to human rights in doctrines, schools and theories	4	Sixth
al test and daily exam	Theoretical lectures		the student's awareness of the laws of rights, declarations and revolutions	4	Seventh

al test and daily exam	Theoretical lectures	The importance of rights legislation , declarations and .revolutions	e student's awareness of the most important civil and political human rights and economic, social and cultural human rights	4	he eighth	th
al test and daily exam	Theoretical lectures	e importance of civil and political human rights and economic, social and cultural .human rights	roducing the student to the relationship between human rights and public freedoms	4	Ninth	th
al test and daily exam	Theoretical lectures	The importance of the relationship between public freedoms in international covenants and .human rights	e student's awareness of the importance of human rights in contemporary and .modern history	4	the second	en
al test and daily exam	Theoretical lectures	The importance of international recognition .of human rights	roducing the student to the concept of regional recognition of .human rights	4	the third	en
al test and daily exam	Theoretical lectures	Definition of regional human rights . agreements	e student's awareness of the most important non-governmental organizations and .human rights	4	Fourth	en
al test and daily exam	Theoretical lectures	The role of non-governmental organizations in promoting human .rights	The student's understanding of human rights in Iraqi constitutions between .theory and reality	4	Fifth	en
		The importance of human rights in Iraqi .constitutions	e student's awareness of the guarantees of respect and protection of human rights at the national level .			
		Guarantees of respect for and protection of nstitutional and legal .human rights	Constitutional guarantees			
			e student's awareness of the most important non-governmental			

		<p>The role of non-governmental organizations in promoting human rights</p> <p>roduction to regional human rights .agreements</p>	<p>organizations and .human rights</p> <p>troducing the student to the concept of regional human rights .agreements</p>		
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Course Evaluation .23

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .24

	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (.scientific journals, reports, etc)
	Electronic references, websites

Course Description Form

: Course name .1
Principles of Management
Course code .2

-					
: Chapter/Year .3					
Stage 1 - Course 2					
Date this description was prepared .4					
2024/25/3					
Available attendance forms .5					
Daily work					
Number of study hours (total) / Number of units (total) .6					
theoretical + 3 practical = 4 x 15 weeks = 60 hours (course) 1					
Name of the course administrator (if more than one name is mentioned) .7					
asmaa.waheed@atu.edu.iq :Email A Name: Ms. Asmaa Abdul Waheed Malik Al					
objectives Course .8					
<p>The course aims to study the scientific foundations of management principles and their practical applications in health sector units</p> <p>Providing the student with information about management methods in the units in the sector's bodies and institutions</p> <p style="text-align: right;">Healthy</p>					Subject objectives
Teaching and learning strategies .9					
<p>Continuously attending continuing education courses to - develop his experiences and skills</p> <p>Change the workplace from time to time so as not to - Become a routine worker and gain new skills in a new job</p>					Strategy
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral and written test	Lectures Theory and practice	Scientific introduction to management - its verbal, functional	Create a general idea about the importance of management, its concept ,	hours 4 per week	1

		and procedural concept, dimensions of management, nature of administrative activity, conditions of management (its pillars) – characteristics of management	characteristics and conditions		
Oral and written test	Theoretical and practical lectures	The importance of management and its development, management and the systems approach, the organization's relationship with its internal and external environment	Learn how to the achieve organization's goals by learning about its internal and external environment	hours 4 per week	2
Oral and written test	Theoretical and practical lectures	Development of organizational thought, classical schools of management scientific) management, bureaucracy, administrative (divisions	Learn about the stages of management development	hours 4 per week	3

Oral and written test	Theoretical and practical lectures	Behavioral schools in management (Maslow's hierarchy) of human needs, mature personality X Theory (theory Y and Theory	The importance of studying human behavior in achieving the organization's goals	hours 4 per week	4
Oral and written test	Theoretical and practical lectures	Modern schools of management (systems school) Z .Situational theory	The importance of contemporary schools in the development of management	hours 4 per week	5
Oral and written test	Theoretical and practical lectures	Administrative jobs	Identify the functions performed at various administrative levels in the organization: planning function, organizing function, directing function, and controlling . function	hours 4 per week	6
Oral and written test	Theoretical and practical lectures	Planning / Jobs	Learn about the concept of planning, its types, importance, obstacles, and how to address .them	hours 4 per week	7

Oral and written test	Theoretical and practical lectures	organization	Learn about the concept of organization, its characteristics and elements	hours 4 per week	8
Oral and written test	Theoretical and practical lectures	Guidance, Leadership, Communication	Learn about the concept of guidance and its importance, the concept of leadership and its characteristics, the importance of communication and its elements	hours 4 per week	9
Oral and written test	Theoretical and practical lectures	Control, decision making	Learn about the concept of control, its importance, the concept of the decision-making process, its elements and stages	hours 4 per week	10
Oral and written test	Theoretical and practical lectures	Organization functions	Understand the concept and importance of organizational functions	hours 4 per week	11
Oral and written test	Theoretical and practical lectures	Personnel Management, Financial Management	Learn about human resources management, its importance, elements, and the concept of financial management	hours 4 per week	12
Oral and written test	Theoretical and practical lectures	The function of organization in health units, types of health organizations,	The importance of organization in health units, identifying the types of health	hours 4 per week	13

		organizational structure in health units	organizations, and the organizational structure in health units		
Oral and written test	Theoretical and practical lectures	Foundations of health activities, scope of supervision	Learn the basics of health systems assembly and learn about the scope of supervision and the factors .affecting it	hours 4 per week	14
Oral and written test	Theoretical and practical lectures	Administrative levels, centralization and decentralization, authority and responsibility, power and delegation	the Identify administrative levels, centralization and decentralization, authority and responsibility, power and .delegation	hours 4 per week	15

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

	quired textbooks (methodology if any)
Principles of Management Modern management concepts and trends	Main References (Sources)
management and its impact on performance progress and achieving goals Academic articles on management in organizations	Recommended supporting books and references (scientific journals, (.reports, etc
Wikimedia index of the free encyclopedia on libraries and information	Electronic references, websites

<p>The importance of contemporary management https://www.iasj.net/iasj/pdf/ Management principles https://almaaqal.edu.iq/</p>	<p>Wikipedia.org/wiki</p>
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Course Description Form

Course name .1	
Advanced Biostatistics	
Course code .2	
Chapter/Year .3	
2024/2025	
Date this description was prepared .4	
2024/2025	
Available attendance forms .5	
Daily attendance according to the lecture schedule	
Number of study hours (total) / Number of units (total) .6	
hours / 60 units 60	
Name of the course administrator (if more than one name is mentioned) .7	
:Name .A Name: Mohammed Abdul Hussein and Ahmed Harms Hussein Al	
objectives Course .8	
<p>enabling students to gain knowledge and * .introduction to statistics Advanced Bio</p> <p>enabling students to gain knowledge in the use of* Statistical laws</p> <p>enabling students to apply statistical methods in * .their graduation research</p>	<p>Subject objectives</p>
Teaching and learning strategies .9	
<p>theoretical explanation of the philosophy of statistical laws and the purpose of their use practical application of solving statistical problems using practical examples and solving .them</p>	<p>Strategy</p>

Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	Time week
Daily Exams Daily Student Participation Assessment Term Exams Final exams	Lectures explanation Theory by Subject teacher Using the means Teaching and Presentation Hadith	Statistics advanced bio	Life tables...its types and its contents and elements Basic	4	1
			Extract the number of deaths, living people and the probability of death	4	2
			Extract number of years Total years and average the age	4	3
			Preparing a comprehensive life schedule (direct and (indirect method	4	4
			Methods of registering and organizing the birth certificate in Iraq, b Birth foundations	4	5
			Death registration, death certificate contents, conditions medical and application rules	4	6
			The concept of health statistics and the need for them	4	7
			Patient statistics, inpatients	4	8
			Popular clinics (patients, health units) and their statistics), Central medical clinics, health centers, surgical operations	4	9
	Professional statistics (Health Aid Examination form Laboratory, form (Endemic diseases Communicable Diseases form, Measurement of Incidence and	24	10, 11, 12, 13, 14, 15		

			Prevalence Rate, Risk Score Medical condition, duration stay, statistics Hospitals, bed occupancy rate, Statistical form coding method case studies...prepared Health reports and ..research		
Course Evaluation .1					
The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, .daily, oral, monthly and written exams, reports, etc					
Learning and teaching resources .1					
Methodology books / Auxiliary books			Required textbooks (methodology if any)		
Basic texts prepared by the subject teacher			Main References (Sources)		
Reports - Journals and Scientific Magazines			Recommended supporting books and references (.scientific journals, reports, etc)		
Internet			Electronic references, websites		

Course Description Form

/ Course name .1
Crimes of the Baath regime in Iraq
/ Course code .2
Crimes of the Baath regime in Iraq
/ Semester / Academic Year .3
2024/2023
Date this description was prepared .4
2024/25/3
Available attendance forms .5
Daily work
Number of study hours (total) / Number of units (total) .6

One hour theory					
Name of the course administrator (if more than one name is .7 (mentioned					
aqeel20obedi@gmail.com :Email A Name: Aqeel Obaidah Hamza Al ahmed.mageed.idi5@atu.edu.iq :Name: Ahmed Basem Majeed Email					
objectives Course .8					
<p>General objective: To familiarize the student with the crimes committed against the . Iraqi people under the defunct Baathist regime</p> <p>Specific objective: To teach the student the extent and brutality of the Baathist regime in Iraq and how it committed massacres and mass graves against the Iraqi .people</p>					
<p>Introducing the student to the history of the establishment .of the defunct Baath Party</p> <p>Introducing the student to the most important crimes .committed by the Baath regime</p> <p>Introducing the student to the nature of the criminal policy .of the Baath regime</p> <p>Introducing the student to the description of the crimes .committed and their brutality</p> <p>Introducing the student to the most important mass graves .under the Baathist regime</p>				Subject objectives	
Teaching and learning strategies .9					
ing theoretical and practical lectures in addition to the available means of clarification such as field visits and the discussion method				Strategy	
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week

Oral test and daily exam	Lectures theory	A historical overview of the origins of crime . and its sources	Introducing the student to the definition of crime in general	3	the first
Oral test and daily exam	Lectures theory	The concept of crime in law and jurisprudence	The student's awareness of the types of crimes committed under the Baath regime	3	the second
Oral test and daily exam	Lectures theory	The importance of forming the Supreme Criminal Court	Student's Stand on the Formation of the Iraqi Supreme Criminal Court	3	the third
Oral test and daily exam	Lectures theory	Introducing the student to the types of psychological and social crimes . committed	Introducing the student to the concept of psychological and social crimes and their effects	3	Fourth
Oral test and daily exam	Lectures theory	Elements followed by the Uthmani regime in militarizing . society	The student stands on the most important ways of militarizing society	3	Fifth
Oral test and daily exam	Lectures theory	The nature and forms of human rights violations against the Iraqi people	The student stands on the description of crimes and images of violations against the Iraqi people	3	Sixth
Oral test and daily exam	Theoretical lectures	Number of massacres and how they were committed	The student stands on the most important horrific massacres	3	Seventh

Oral test and daily exam	Lectures theory	International legal rules for the use of weapons	The student stands on the most important internationally banned weapons	3	The eighth
Oral test and daily exam	Lectures theory	Means of fighting religion and its men by the Baathist regime	The student's awareness of the most important forms of hostility towards religious men by the Baath regime	3	Ninth
Oral test and daily exam	Lectures theory	The drying up of the marshes by the Baathist regime	The student stands on the effects of the crime of drying up the marshes	3	tenth
Oral test and daily exam	Lectures theory	Methods of using weapons and destruction in the city of Halabja	Student's understanding of the concept of the Halabja massacre	3	eleventh
Oral test and daily exam	Lectures theory	Type of mass grave	Student standing on the definition of mass grave	3	twelfth
Oral test and daily exam	Lectures theory	The popular . uprising	Student standing on the most important physical qualifications	3	thirteenth
Oral test and daily exam	Lectures theory	Effects of the crime of uprooting trees (and orchards	The student stands on the crime of bulldozing orchards, trees and crops	3	fourteenth
Oral test and daily exam	Lectures theory	Pictures of torture . in illegal prisons	Student parking places prisons	3	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily .preparation, daily, oral, monthly and written exams, reports, etc (Theoretical exam in two stages, 30% and 70%)

Learning and teaching resources .12

Publications documenting the crimes of the Baath Party	Required textbooks (methodology if any)
Musein Aliwi Nasser / Environmental crimes of the Baath regime in Iraq Bas Attia Al-Quraishi / Mass graves, a people under the soil	Main References (Sources)
Man Hindi / Laws of Military Occupation, Archive of the Iraqi Center for Documenting Crimes of Extremism in the Holy Abbasid Shrine	Recommended supporting books and references (scientific journals, reports, etc.)
Programs and websites dedicated to documenting the crimes of the Baath Party	Electronic references, websites

/ Course name .1
Civil Service Legislation
/ Course code .2
Civil Service Legislation
/ Semester / Academic Year .3
2024/2023
Date this description was prepared .4
2024/25/3
Available attendance forms .5
Daily work
Number of study hours (total) / Number of units (total) .6
hours practical and 1 hour theoretical 2
Name of the course administrator (if more than one name is .7 (mentioned
aqeel20obedi@gmail.com :Email A Name: Aqeel Obaidah Hamza Al ahmed.mageed.idi5@atu.edu.iq :Name: Ahmed Basem Majeed Email

General objective: To familiarize the student with the laws governing the public . service, the civil servant, and the laws of the civil service

Specific objective: Teaching the student how to apply the civil service laws in force in state institutions and qualifying him to work in the administrative units of .the Ministry of Health

<p>Introducing the student to the history of the emergence of .civil service legislation</p> <p>Introducing the student to the most important general .concepts of public service</p> <p>Introducing the student to the nature of the legal system of .the civil service</p> <p>Introducing the student to the description of the employee’s .relationship with the state</p> <p>Introducing the student to the methods of selecting public .employees and the characteristics of each method</p> <p>Introducing the student to the most important legal provisions regarding the termination of the employment .relationship</p>	Subject objectives
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Teaching and learning strategies .9

<p>ing theoretical and practical lectures in addition to the available means of clarification such as field visits and the discussion method</p>	Strategy
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Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Oral test and daily exam	Lectures theory	A historical overview of Iraqi	Introducing the student to the historical progression of civil service legislation	3	the first

		civil service . legislation			
Oral test and daily exam	Lectures theory	The concept of public office and definition of the legal system of public office	The student's awareness of the legal system of the civil service and its type according to the prevailing concept of the job	3	the second
Oral test and daily exam	Lectures theory	The importance of the legal system for public service	The student's awareness of the importance of studying the legal system	3	the third
Oral test and daily exam	Lectures theory	Definition of a public employee, legally and . jurisprudentially	Introducing the student to the concept of public employee in Iraq	3	Fourth
Oral test and daily exam	Lectures theory	Distinctive elements of a . public employee	The student stands on the most important pillars and standards that must be met in order for a person to be considered a .public employee	3	Fifth
Oral test and daily exam	Lectures theory	The nature of the employee's relationship with the state contractual) (theory	The student stands on the description of the employee's relationship with the state, whether it is an agreement or a central organization, with a statement of the prevailing opinion in the description	3	Sixth
Oral test and daily exam	Theoretical lectures	Organizational theory	The student's understanding of the concept of organizational theory	3	Seventh

			as it represents the prevailing opinion		
Oral test and daily exam	Lectures theory	General rules for assuming public office	The student's awareness of the most important general principles in assuming public office, which are established by the constitution and laws	3	The eighth
Oral test and daily exam	Lectures theory	Conditions for assuming public office	The student's awareness of the most important conditions stipulated by the Iraqi legislator that must be met by a person in order to be granted the status of a public employee	3	Ninth
Oral test and daily exam	Lectures theory	Employee Selection Methods	The student will learn about the methods of selecting employees, the characteristics of each method, and the preferred one	3	tenth
Oral test and daily exam	Lectures theory	Methods of selecting employees in Iraq	Student's understanding of the concept of appointment decision	3	eleventh
Oral test and daily exam	Lectures theory	Appointment and its conditions	Student standing on the appointment decision in Iraq	3	twelfth
Oral test and daily exam	Lectures theory	Direct and trial . period	The student is aware of the most important procedural conditions for the validity of the appointment decision	3	thirteenth

Oral test and daily exam	Lectures theory	Duties of a public employee (positive duties)	The student's awareness of the positive duties imposed on the public employee	3	fourteenth
Oral test and daily exam	Lectures theory	Duties of a public employee . (negative duties)	The student's awareness of the negative duties imposed on the public employee	3	fifteenth

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc (Practical exam 40 and theoretical exam 60)

Learning and teaching resources .12

Publications on civil service and legislation governing the work of the job	Required textbooks (methodology if any)
Explanations of the Civil Service Law, Explanations of the State Employees Discipline Law, Explanations of the Unified Retirement Law	Main References (Sources)
Theories of emergency circumstances in Egyptian and French jurisprudence	Recommended supporting books and references (scientific journals, reports, etc.)
Programs and websites for civil service laws	Electronic references, websites

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. It must be linked to the programme description

	the total	prac tical	th ore tical
	4	2	2

2023

General objective : - Introducing the student to the administration, departments and branches of health institutions in general and hospitals in particular.

Specific objective: To enable the student to know the most important duties and tasks of the various departments and branches in hospitals. Within its administrative structures.

Learning outcomes, teaching and learning methods and assessment .10

A- Knowledge and understanding

- A1- - Understanding the management and distribution of powers in hospitals
- A2- Classification of departments and their responsibilities
- A3- Identifying the types of organizational structures and their principles in organization
- A4- Hospital planning according to planning principles
- A5- Classification of medical and nursing committees and bodies in hospitals

b- Subject-specific skills

- B1 - Giving the duties and tasks assigned to the section in health institutions and knowing how to enable their management
- B2 - Applying administrative organization in health institutions within their administrative structures
- B3 - Applying rules and responsibilities in all administrative departments .within health institutions

Teaching and learning methods

- Giving theoretical lectures-
- Show movies-
- Discussion-

Evaluation methods

- Oral and written test-

C- Thinking skills

- A1- Brainstorming
- A2- Visual aids

Teaching and learning methods

- Intellectual questions-
- Scientific dialogues -
-

Evaluation methods

- Oral and written test-

D - General and transferable skills (other skills related to employability and .(personal development

- Speed of receiving information -1
- .Give the correct answer as soon as possible -2
- .Apply information accurately and efficiently -3

Course structure .11

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches For every week	The week
Oral and written test	Lectures Theory and practice	Historical developments of hospitals	Learn about the history of hospitals, concepts related to hospitals, and the stages of their development throughout the ages	4	the first
Oral and written test	Lectures Theory and practice	Hospitals' objectives and main tasks	Learn about the main tasks of the hospital	4	the second
Oral and written test	Lectures Theory and practice	Classification of hospitals according to the type of their management and the distribution of powers and responsibilities	Know the classification of hospitals, their powers and responsibilities	4	the third
Oral and written test	Lectures Theory and practice	Hospital planning, planning principles and planning stages	Knowing the planning principles and stages of hospital planning	4	Fourth
Oral and written test	Lectures Theory and practice	Organizational structure of the health sector in Iraq	What is meant by organizational structure and knowing its types at the health sector level in Iraq	4	Fifth
Oral and written test	Lectures Theory and practice	Organizational structure in hospital management, types of organizational	Using organizational structures in hospital management and knowing the	4	Sixth / Seventh

		structures, principles of organizing the organizational structure	types used, the role of each type and its impact on hospitals		
Oral and written test	Lectures Theory and practice	Medical and nursing bodies, types of medical bodies and committees and their responsibilities	Identify the bodies, their types, their role in the hospital, as well as the medical committees and their responsibilities	4	The eighth
Oral and written test	Lectures Theory and practice	Diagnostic and therapeutic departments in the hospital	Identifying the diagnostic departments in the hospital, knowing the role of each department, and evaluating the departments in terms of performing the tasks and work specific to the departments, especially the therapeutic departments	4	Ninth
Oral and written test	Lectures Theory and practice	Outpatient department, its location, (importance, management, organization, staff	Learn about the operations and tasks performed by the outpatient clinic, the importance of this clinic, and learn about management and organization Discussion of factors that determine the size and type of outpatient clinic	4	11th/10th

Oral and written test	Lectures Theory and practice	<p align="center">Emergency Department, its importance and main duties</p> <p align="center">Department of Pharmacy and its duties</p>	<p>Demonstrate organizational methods and emergency situations</p> <p>Department of Pharmacy, display the most important duties and administrative units affiliated with the Department of Pharmacy</p> <p>Examples of the types of medicines used and their units</p>	4	twelfth
Oral and written test	Lectures Theory and practice	<p align="center">Radiology Department and Laboratory Department</p>	<p>Radiology Department – Discussion of the methods and techniques used in the Radiology Department</p> <p>Laboratory Department – Drawing the organizational structure and explaining the most important duties and models of the administrative work procedures of the department</p>	4	thirteenth/ fourteenth
Oral and written test	Lectures Theory and practice	<p align="center">Department of Therapeutic Medicine and Consulting Clinics</p>	<p>Department of Therapeutic Medicine (Physiotherapy)</p> <p>Explanation of - the procedures, forms and structure of the department</p> <p>Consulting Clinics</p> <p>Department - Case studies on planning</p>	4	fifteenth

			medical and nursing services in the consulting clinic		
Oral and written test	Lectures Theory and practice	Department of Obstetrics and Gynecology, Department of Neuropsychiatric Therapy Unit, and Department of Anesthesia and (Resuscitation	Anesthesia Department, Obstetrics and Gynecology Department, Neuropsychiatric Treatment Unit Department/ Discussing cases that require to be performed in the departments with practical cases	4	sixteenth/seventeenth
Oral and written test	Lectures Theory and practice	Financial and Administrative Affairs General Services Unit Department Hotel Services Department	Identify problems Financial and Administrative Affairs Department / Discussion of the duties of the department and its relationship with other departments that may be encountered and practical examples of public services and discussion of the duties of the department	4	eighteenth
Oral and written test	Lectures Theory and practice	Information Systems and Statistics Unit and Financial Unit	The necessity of performance evaluation to know the models of patient forms and cases in the hospital	4	nineteenth
Oral and written test	Lectures Theory and practice	The concept, importance and objectives of purchasing management in the health sector	Learn about the importance and objectives of purchasing management,	4	Twenty

			storage purposes, duties Visit and work to the stores and purchasing departments		
Oral and written test	Lectures Theory and practice	Quality Management Department / Hotel / Services Department	Quality Management Department / Identifying health cases and presenting and discussing applied cases Hotel Services Department / Discussion of Department Duties	4	twenty one
Oral and written test	Lectures Theory and practice	Risks in hospitals	Risks in Hospitals - Case Studies on Risks in Hospitals	4	Twenty-second
Oral and written test	Lectures Theory and practice	Performance evaluation of health institutions	Evaluating the performance of health institutions and discussing and presenting case studies	4	Twenty-third
Oral and written test	Lectures Theory and practice	Hospital Evaluation / Effectiveness / Case Studies for Measuring Effectiveness Hospital Evaluation / Productivity / Case Studies for Measuring Productivity Hospital Evaluation / Efficiency / Case Studies for Efficiency Measurement	Case studies to measure effectiveness Hospital Evaluation / Productivity / Case Studies for Measuring Productivity Hospital Evaluation / Efficiency / Case Studies for Efficiency Measurement	4	twenty-fourth/twenty-fifth
Oral and written test	Lectures Theory and practice	Specialized hospitals and their duties	Identifying specialized hospitals, their types, their role in carrying out duties, their	4	twenty-sixth/twenty-seventh

			level of effectiveness in treating and patients making visits to one of the specialized hospitals to view its work more accurately and clearly		
Oral and written test	Lectures Theory and practice	Public relations and its importance in health institutions	Public Relations Case Studies /	4	Twenty-eighth
Oral and written test	Lectures Theory and practice	Communication and its relationship in health institutions	Public relations functions in health institutions, knowledge of the relationship between health institutions and society, and the work of presenting cases and applying them practically	4	twenty-ninth and thirty-ninth

Infrastructure .12	
<p style="text-align: right;">:Sources Course books</p> <p>Health Administration – Dr. Thamer –1 Yasser Al-Bakri / 2002</p> <p>Management in private hospitals / Zuhair –2 Hanfi Ali 1982</p> <p>Haifa Ayoub Jajawi / International –3 Information Network 2002</p> <p>Education and Learning Technology / Dr. –4 Dalal Malhas and others 2007</p>	<p style="text-align: right;">:Required readings</p> <ul style="list-style-type: none"> Basic Texts ▪ Course books ▪ Other ▪

Hospital Management Dr. Tawfiq Nasirat -5 2006 /	
Special programs and websites	Special requirements (including for example, workshops periodicals, software, and (websites
Vocational training_ field visits	Social services (including, for example, guest lectures vocational training, and field (studies

	Acceptance .13
	Prerequisites
	least number of students
	The largest number of students

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. . It must be linked to the programme description

Diwaniyah Technical Institute

Health management techniques			
Civil Service Legislation			
Curriculum vocabulary			
Daily work			
Second academic year			
	the total	prac tical	theore tical
	4	3	1
2023			
General objective: To familiarize the student with the laws governing the public service, the civil service and the administrative law.			
Specific objective: Teaching the student how to apply the civil service laws in force in the state.			
.Administrative in			

Learning outcomes, teaching and learning methods and assessment .23

A- Knowledge and understanding

- A1- - Introducing the student to the history of the emergence of civil service legislation.
- A2- Introducing the student to the most important general concepts of public service.
- A3- Introducing the student to the nature of the legal system of the civil service.
- A4- Introducing the student to the description of the employee's relationship with the state.
- A5- Introducing the student to the methods of selecting public employees and the characteristics of each method.

A6 - Introducing the student to the most important legal provisions regarding .the termination of the employment relationship

b- Subject-specific skills

B1 - Determines experience and knowledge of models of legislation related to .public office

.B2 - Determines the student's ability to apply the laws governing public office

.B3 - Determines the student's ability to implement administrative decisions

Teaching and learning methods

Using theoretical and scientific lectures in addition to the available means of - .clarification and the discussion method

Evaluation methods

:Directing oral and written questions to the student through - .Daily, semester and annual exams

C- Thinking skills

A1- Brainstorming

A2- Visual aids

Teaching and learning methods

Theoretical and scientific lectures -
Field visits to the work reality-

Evaluation methods

Daily, semester and final exams-
Daily activity and attendance -
Summer training form

D - General and transferable skills (other skills related to employability and .(personal development

D1- D1- Focus on the most important laws prevailing in the field of public .service

.D2- Review the historical progression of civil service legislation

D3- Reviewing the most important general principles in assuming public
.office
.D4- Keeping up with the latest methods used to achieve the goals

Course structure .24

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watch For es every week	The week
Oral test and daily exam	Lectures theory	A historical overview of Iraqi civil .service legislation	Introducing the student to the historical progression of civil service legislation	4	the first
Oral test and daily exam	Lectures theory	The concept of public office and definition of the legal system of public office	The student's awareness of the legal system of the civil service and his awareness of the prevailing concept of the job	4	the second
Oral test and daily exam	Lectures theory	The importance of the legal system for public service	The student's awareness of the importance of studying the legal system	4	the third
Oral test and daily exam	Lectures theory	Definition of a public employee, legally .and jurisprudentially	Introducing the student to the concept of public employee in Iraq	4	Fourth
Oral test and daily exam	Lectures theory	Distinctive elements of a public .employee	The student stands on the most important pillars and standards that must be met in order for a person to be considered a public .employee	4	Fifth
Oral test and daily exam	Lectures theory	The nature of the employee's relationship with the state (contractual theory)	The student stands on the description of the employee's relationship with the state, whether it is	4	Sixth

				an agreement or a central organization, with a statement of the prevailing opinion in the description		
Oral test and daily exam	Theoretical lectures	Organizational theory		The student's understanding of the concept of organizational theory as it represents the prevailing opinion	4	Seventh
Oral test and daily exam	Lectures theory	General rules for assuming public office		The student's awareness of the most important general principles in assuming public office, which are established by the constitution and laws	4	The eighth
Oral test and daily exam	Lectures theory	Conditions for assuming public office		The student's awareness of the most important conditions stipulated by the Iraqi legislator that must be met by a person in order to be granted the status of a public employee	4	Ninth
Oral test and daily exam	Lectures theory	Employee Selection Methods		The student will learn about the methods of selecting employees, the characteristics of each method, and the preferred one	4	tenth
Oral test and	Lectures theory	Methods of selecting employees in Iraq		Student's understanding of the concept of appointment decision	4	eleventh

daily exam					
Oral test and daily exam	Lectures theory	Appointment and its conditions	Student standing on the appointment decision in Iraq	4	twelfth
Oral test and daily exam	Lectures theory	.Direct and trial period	The student is aware of the most important procedural conditions for the validity of the appointment .decision	4	thirteenth
Oral test and daily exam	Lectures theory	Duties of a public employee (positive (duties	The student's awareness of the positive duties imposed on the public employee	4	fourteenth
Oral test and daily exam	Lectures theory	Duties of a public employee (negative (duties	The student's awareness of the negative duties imposed on the public employee	4	fifteenth
Oral test and daily exam	Lectures theory	Public employee rights (salary and (allowances	The student's awareness of the most important aspects of the balanced legal system for public service, represented by employee .rights	4	Sixteenth
Oral test and daily exam	Lectures theory	Promotion, job promotion and vacations	The student's awareness of other types of public employee rights	4	seventeenth
Oral test and daily exam	Lectures theory	Pension and other material and moral benefits and privileges	The student stands on another level of public employee rights	4	eighteenth
Oral test and	Lectures theory	Disciplinary system in the public service (disciplinary crime)	The student's understanding of the concept of the disciplinary	4	nineteenth

daily exam			system and the concept of disciplinary and criminal crimes		
Oral test and daily exam	Lectures theory	Disciplinary sanctions	Student awareness of the nature of disciplinary sanctions	4	Twenty
Oral test and daily exam	Lectures theory	Disciplinary authorities and penalty procedures	The student's awareness of the nature of the official authorities authorized to impose the penalty and the procedures for imposing it	4	twenty one
Oral test and daily exam	Lectures theory	hand pull	The student is aware of the most important standards and controls for the integrity and safety of the administrative investigation	4	Twenty-second
Oral test and daily exam	Lectures theory	Appealing decisions to impose penalties and the historical development of the powers of the General Disciplinary Council (abolished)	The student's awareness of the most important mechanism for removing injustice and oppression in imposing punishment	4	Twenty-third
Oral test and daily exam	Lectures theory	Jurisdiction of the Administrative Court and Jurisdiction of the Civil Service Court	The student is aware of the nature of the jurisdiction of the administrative judiciary courts and the nature of the decisions issued when considering appeals	4	Twenty-fourth
Oral test and daily exam	Lectures theory	Cancellation of the penalty for the public employee receiving letters of thanks and appreciation from the competent authorities	The student's standing on the issue of imposing punishment is not eternal, but	4	Twenty-fifth

			can be cancelled in certain ways		
Oral test and daily exam	Lectures theory	Monitor, organize and train staff	The student's awareness that the number of employees in official departments is subject to the supervision of the competent authorities	4	Twenty-sixth
Oral test and daily exam	Lectures theory	Transfer and return of employees	The student's awareness of the legal provisions regarding the transfer and return of employees	4	twenty-seventh
Oral test and daily exam	Lectures theory	Termination of employment relationship (resignation and death)	The student's awareness of the cases of expiry of the public employee's working life	4	Twenty-eighth
Oral test and daily exam	Lectures theory	The case of cancelling a public job and dismissing an employee during the probationary period	The student's awareness of other cases of termination of the functional relationship	4	twenty-ninth
Oral and written test	Lectures theory	Retirement, dismissal and termination from employment	The student's awareness of the most important legal provisions in another scope of the expiry of the employment relationship	4	thirty

Infrastructure .25	
Prescribed books with legal texts for civil service	:Required readings Basic Texts ■ Course books ■ Other ■
Special programs and websites for civil service legislation and laws	Special requirements (including for example, workshops, periodicals, software, and (websites

Field visits and vocational training	Social services (including, for example, guest lectures, vocational training, and field studies)
Central admission criteria in the Ministry of Higher Education and Scientific Research	Acceptance .26 Prerequisites least number of students The largest number of students

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. . It must be linked to the programme description

Diwaniyah Technical Institute	E
Health management techniques	Uni
Hospital warehouse management	
Daily work	

Second academic year

	the total	prac tical	theore tical
	3	2	1

2023

General objective: The course aims to study the scientific foundations of warehouse and purchasing management and their practical applications.

Specific objective: Providing the student with information that qualifies him to perform storage management in the units and warehouses located in the health sector bodies and institutions, including the use of equipment and devices at the appropriate time and place and in an economical manner.

Learning outcomes, teaching and learning methods and assessment .36

A- Knowledge and understanding

- A1- - Storage procedures
- A2- Classification, indexing and arrangement of materials in warehouses
- A3- Identifying handling systems in warehouses
- A4- How to maintain warehouses and storage
- A5- Warehouse planning and design

b- Subject-specific skills

- .B1 - Give the number and date of the receipt and disbursement document
- B2 - Using symbols in ordering and classification
- B3 - Applying indexing rules to stored materials
- .B4- Use the storage card for easy access and retrieval of information

Teaching and learning methods

- Giving theoretical lectures-
- Show movies-
- Discussion-

Evaluation methods
Oral and written test-
C- Thinking skills A1- Brainstorming A2- Visual aids
Teaching and learning methods
Intellectual questions- fee-
Evaluation methods
Oral and written test-
D - General and transferable skills (other skills related to employability and .(personal development D1- D1- Speed of receiving information .D2- Give the correct answer as soon as possible D3- Apply information accurately and efficiently D4- Ease of transferring information to others

Course structure .37

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches For every week	The week
Oral and written test	Lectures theory	The concept of the importance of warehouses and general concepts / the importance of storage and its purposes in the national economy, in .production facilities and in health facilities	Learn about warehouses, how to manage them, and the concepts related to the storage .process	2	the first
Oral and written test	Lectures theory	Warehouse Management Jobs / Warehouse Management Position in Organizational Structure	Learn about the function of receiving, checking, disbursing .and inventory control	2	the second
Oral and written test	Lectures theory	The relationship of warehouse management with other departments / warehouse management as . an independent department	Identify the relationship between warehouse management and other departments as an independent or subordinate department	2	the third
Oral and written test	Lectures theory	Duties, responsibilities and functions of warehouse management (warehouse manager / warehouse officer / head of the inspection and .receiving department)...etc	Learn about the responsibilities and duties of the warehouse manager/warehouse officer/head of the inspection and receiving department	2	Fourth
Oral and written test	Lectures theory	.Centralization and decentralization in storage	The importance of centralization and decentralization and the factors affecting the choice of each	2	Fifth

Oral and written test	Lectures theory	Scientific organization of materials inside the warehouse (inventory description / simplification and planning of materials / distinction and classification of materials / coding of materials / (preparation of materials manual	Use methods to arrange materials inside the warehouse	2	Sixth / Seventh
Oral and written test	Lectures theory	warehouse buildings	Learn the steps that must be followed in successful and effective planning	2	The eighth
Oral and written test	Lectures theory	Storage Equipment / Maintaining Materials in the Warehouse	Handling knowledge of warehouse equipment	2	Ninth
Oral and written test	Lectures theory	Warehouse Operations Management (Inspection/Receipt, Disbursement and Return)	Learn about the processes for your warehouse	2	11th/10th
Oral and written test	Lectures theory	Records and storage cards (classification card / automatic registration card / manual registration (card	Types of cards and storage records	2	twelfth
Oral and written test	Lectures theory	Inventory planning / Economic impulse purchase estimation / Inventory planning methods (using tabular analysis / using graphs / using .(mathematical equations / reorder point	The importance and benefits of planning inventory size using mathematical methods	2	thirteenth fourteenth/ h
Oral and written test	Lectures theory	.Stock planning/training offer comparison	Learn the steps of proper planning	2	fifteenth
Oral and written test	Lectures theory	Stock control (inventory/turnover/budget)	The importance of inventory control	2	sixteenth/ seventeen th
Oral and written test	Lectures theory	Problems and obstacles of qualitative storage	Identify storage problems	2	eighteenth h
Oral and written test	Lectures theory	Warehousing performance evaluation	The necessity of performance evaluation to identify strengths and weaknesses	2	nineteenth h

Oral and written test	Lectures theory	The concept, importance and objectives of purchasing management in the health sector	Learn about the importance and objectives of purchasing management	2	Twenty
Oral and written test	Lectures theory	Purchasing Management Jobs	Knowing the most important functions of purchasing management	2	twenty one
Oral and written test	Lectures theory	The location of the purchasing department in the organizational structure and its relationship with other departments	Identify the position of the purchasing department in the organizational structure	2	Twenty-second
Oral and written test	Lectures theory	Purchasing Strategy	Learn about purchasing strategies	2	Twenty-third
Oral and written test	Lectures theory	Internal organization of the purchasing department / purchasing and suppliers department	Methods of internal organization of purchasing management	2	twenty-fourth/twenty-fifth
Oral and written test	Lectures theory	Centralization and decentralization in purchasing/basic lines in purchasing	Identify the reasons for using centralization and decentralization in purchasing	2	twenty-sixth/twenty-seventh
Oral and written test	Lectures theory	Determine the quantity required / buy in bulk / buy in small quantities	Identify the quantities required to purchase according to demand	2	Twenty-eighth
Oral and written test	Lectures theory	Choosing procurement sources / factors in selecting suppliers	How to choose purchasing sources and suppliers	2	twenty-ninth
Oral and written test	Lectures theory	Electronic calculator in the health sector	Learn how to use computers in the health sector	2	thirty

Infrastructure .38	
Course books	:Required readings Basic Texts ■ Course books ■ Other ■

Special programs and websites	Special requirements (including for example, workshops, periodicals, software, and (websites
Vocational training	Social services (including, for example, guest lectures, vocational training, and field (studies

	Acceptance .39
	Prerequisites
	least number of students
	The largest number of students

Course Description Form

Business correspondence / Course name .1			
Course code .2			
Chapter / Second Year .3			
Date of preparation of this description /2024 .4			
Available attendance forms / in-person attendance .5			
Number of study hours (total) / Number of units (total) .6			
	the total	Practical	Theoretical
	3	2	1
Name of the course administrator (if more than one name is .7 (mentioned			

suhad.ameer.idi@atu.edu.iq :Email Aidi -Name: Suhad Abdul Ameer Al

objectives Course .8

Subject objectives

educate students, develop their thinking, and guide them to the right path in terms of education and developing their scientific ideas

Teaching and learning strategies .9

Strategy

Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches	The week
Oral and written test	Lectures theory	Learn about the four levels of writing		hours 2	1
Oral and written test	Lectures theory	Examples of messages between friends		hours 2	-2
Oral and written test	Lectures theory	Examples of messages between parents		hours 2	-3
Oral and written test	Lectures theory	"		hours 2	-4
Oral and written test	Lectures theory	Examples of letters to a magazine		hours 2	-5

Oral and written test	Lectures theory	Correcting repeated mistakes of students		hours 2	-6
Oral and written test	Lectures theory	"		hours 2	-7
Oral and written test	Lectures theory	Rules for writing a letter		hours 2	-8
Oral and written test	Lectures theory	Rules for writing a formal letter		hours 2	-9
Oral and written test	Lectures theory	"		hours 2	10
Oral and written test	Lectures theory	What to write and what not to write		hours 2	-11
Oral and written test	Lectures theory	"		hours 2	-12
Oral and written test	Lectures theory	Study examples of the message		hours 2	13
Oral and written test	Lectures theory	Correcting repeated mistakes of students		hours 2	14
Oral and written test	Lectures theory	"		hours 2	15
Oral and written test	Lectures theory	CV		hours 2	16

Oral and written test	Lectures theory	"		hours 2	17
Oral and written test	Lectures theory	The basic step of the plan		hours 2	18
Oral and written test	Lectures theory	What to write and what not to write		hours 2	19
Oral and written test	Lectures theory	"		hours 2	20
Oral and written test	Lectures theory	Examples are given		hours 2	21
Oral and written test	Lectures theory	"		hours 2	22
Oral and written test	Lectures theory	Ready examples for explanation		hours 2	23

Course Evaluation .11

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Learning and teaching resources .12

Course books	Required textbooks (methodology if any)
	Main References (Sources)
	Recommended supporting books and references (.scientific journals, reports, etc)
Websites	Electronic references, websites

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

The student should be familiar with various computer applications –

Technical / Diwaniyah	Educational institution	.40
Health management techniques	University Department / Center	.41
Calculator applications)2(Course Name/Code	.42
Curriculum vocabulary	Programs that include	.43
My presence	Available attendance forms	.44
the second	Chapter/Year	.45
3	Number of study hours (total)	.46
2018/1/15	Date this description was prepared	.47
	Course objectives	.48
To be able to distinguish between the types of software that can be dealt with.		

Learning outcomes, teaching and learning methods and assessment .49

A- Knowledge and understanding
A1- Familiar with computer applications
-A2
-A3
-A4
-A5
-A6

b- Subject-specific skills
B1 - Familiar with using calculator
- B2
- B3
-B4

Teaching and learning methods

Practical and theoretical lectures

Evaluation methods

Oral and written tests

C- Thinking skills

A1- Intellectual questions

A2- Disassembling the computer

Teaching and learning methods

Lectures
an offer

Evaluation methods

Written and oral tests
Reinstall the computer-

D - General and transferable skills (other skills related to employability and
(personal development
.D1- Use the Internet to get the latest information

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches	The week
Oral and written test	Theoretical and practical lectures	<p>The concept of networks their types – the and – Internet concept of the . Turn it on</p> <p>Description of the main – screen and its components – How to connect to the . Web World Wide Benefit from popular – search engines such as . Google - Yahoo Learn how to search for – . and access information</p>	Familiar with calculator applications	hours 3 per week	the first Until the third
Oral and written test	Theoretical and practical lectures	<p>editing Learn about the – provided by the process program – How to copy or transfer data</p> <p>And learn about the concept of copying mathematical operations as well as the concept of relative cells . cells and Absolute Controlling the cell – display: changing its style and format by using . formatting tools</p>	Familiar with calculator applications	hours 3 per week	Fourth Until tenth

		<p>and Dealing with charts – how to convert numerical and textual data into charts of various types</p> <p>Its types through the Chart learn how to and Wizard make modifications And the revisions provided by the program</p> <p>Learn how to add or – delete rows or columns in a worksheet and how to print data</p> <p>Digital or charts</p>			
Oral and written test	Theoretic al and practical lectures	<p>: statistical program SPSS</p> <p>The concept of the – program and its operation</p> <p>Steps to analyze data and – identify the components of the main screen</p> <p>Data entry, saving and – retrieval – data types, sorting and switching , case or Insert a variable – merge files and analyze them</p> <p>tests non-parametric</p>	Familiar with calculator applications	hours 3 per week	eleve nth Until The twen ieth
Oral and written test	Theoretic al and practical lectures	<p>old version) Body works or DOS that works under .(Windows environment</p>	Familiar with calculator applications	hours 3 per week	twen y one Until Thirt y

Program concept – How –
 to operate it – Exit it –
 Getting to know the main
 screen and benefiting from
 it
 The options it provides,
 which represent the
 different human body
 systems for general and
 :special sections, such as
 Scientific apparatus
 Lymphatic-Muscle-
 Digestive-Skeletal-Nervous
 and System-Endocrine
 .others
 The system also provides –
 information about public
 health , first aid, and
 .narcotics
 and their types (Drugs)
 and methods of prevention
 Athletes' wounds – –
 Acquired
 immunodeficiency
 .(Aids)
 Dealing with the mouse –
 through the program and
 how to access the
 illustrative images and
 explanation of each effect
 .On the human body
 Dealing with printing –
 images or converting them

format with (PCX) to the high compression in terms of size and recognition. See also) On related topics and the help or search (provided by the program. Benefit from the animation by the provided programs program.

Infrastructure .51

Course books	:Required readings Basic Texts ■ Course books ■ Other ■
Special programs and websites	Special requirements (including for example, workshops, periodicals, software, and (websites
Vocational training	Social services (including, for example, guest lectures, vocational training, and field (studies

Acceptance .52

	Prerequisites
	least number of students
	The largest number of students

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

human behavior in organizations in order This course deals with the study of to understand this behavior and its causes, and to determine the appropriate methods to control and direct it. This requires covering first: the individual determinants of human behavior in detail and scientific study, from management, motivations, Second: the collective determinants of . personality, learning, values and attitudes behavior, especially group dynamics and formation, organizational culture and Finally: skills, abilities and methods Administrative to . management methods achieve organizational effectiveness, which includes communication , leadership, . conflict management, change, and work stress

Diwaniyah Technical Institute	Educational institution	.53
Health management techniques	University Department / Center	.54
Professional conduct	Course Name/Code	.55
	Programs that include	.56
My presence	Available attendance forms	.57
the second	Chapter/Year	.58
hour theoretical + 1 hour practical = 2*30 = 60 hours	Number of study hours (total)	.59
2023	Date this description was prepared	.60
	Course objectives	.61
the student with the knowledge and skills necessary to understand the behavior of individuals and groups in business . organizations	Providing -	

Teaching the student how to work on improving the performance of individuals by identifying and studying the capabilities and potential of . individuals and motivating and encouraging them to work	-
Working to create the necessary working conditions and environment to achieve efficient performance and studying the behavior of . individuals and how to lead them	-
management and how to resolve them, change management and .organizational development	-

Learning outcomes, teaching and learning methods and assessment .62

A- Knowledge and understanding

- Developing the student’s knowledge skills related to employee behavior, -A1 . the reasons and the best way to change and manage it
- Developing the student’s ability to deal with conflict between groups, work -2 . pressures, and managing change within the organization
- Developing the student’s ability to communicate and how to deal with the -3 . variables affecting communication within organizational structures

b- Subject-specific skills
- B1

Teaching and learning methods

- .Delivering theoretical and practical lectures and discussing them -
- .Discussing reports prepared by students -

Evaluation methods

- Oral and written test -

C- Thinking skills

- A1- Brainstorming
- A2- Visual aids

Teaching and learning methods

- Intellectual questions-fee-

Evaluation methods
Oral and written test-
D - General and transferable skills (other skills related to employability and (personal development -D1 -D2 -D3 -D4

Headquarter structure .63

Eval uatio n meth od	Teaching method	Name of unit/course or topic	Required learning outcomes	Watches	T h e w e e k
Oral and written test	Lectures theory	Dimensions of behavioral sciences and their importance in management	Knowledge of the concept of behavioral sciences and professional codes of conduct	hour 1 theoretical	1
Oral and written test	Lectures theory	Study of human behavior in the organization	Identify the objectives and outcomes of organizational behavior		2
Oral and written test	Lectures theory	Human behavior - determinants - principles	Knowing the meaning, types and characteristics of human behavior		3
Oral and written test	Lectures theory	Model of human behavior as an open system	Realizing the importance of studying human behavior		4
Oral and written test	Lectures theory	Determinants of individual behavior in the workplace	Objective interpretation of behavior and understanding of influencing factors		5
Oral and written test	Lectures theory	Privacy of work in the health organization	Understanding the characteristics of the health institution and its parts		6-7
Oral and written test	Lectures theory	Professional behavior and the importance of studying it	Understanding individual behavior within an organization		8-9
Oral and written test	Lectures theory	Employee Attitudes and Values - Distinctive Features of Building an Individual's Personality within Society	Understand the definition of trends, their components, and the sources that contribute to their formation		10-11
Oral and written test	Lectures theory	Motives of human behavior and its impact on the health organization	Knowing the types of motivations and their characteristics		12-13

Oral and written test	Lectures theory	Personality and its impact on administrative work	Knowing the basic characteristics of personality and the influencing factors		14
Oral and written test	Lectures theory	Collective determinants of human behavior in management	Understanding the factors that contribute to shaping collective behavior		15
Oral and written test	Lectures theory	The importance of studying the organization and basic theories	Understanding Organization and Theories		16
Oral and written test	Lectures theory	Formal and informal working group	Knowing the types of groups and their importance		17
Oral and written test	Lectures theory	Health institution or organization	Understanding the characteristics and parts of the health institution		18
Oral and written test	Lectures theory	Organizational determinants of human behavior in management	Knowing the positive and negative influences on employee behavior		19
Oral and written test	Lectures theory	Factors affecting public relations and public communication	Knowing the roles played by public relations in the hospital and the importance of health culture in society		20
Oral and written test	Lectures theory	The importance of performance evaluation and methods of evaluating employee performance	Knowing the importance of evaluating employee performance and evaluation methods		21
Oral and written test	Lectures theory	The importance of administrative leadership and administrative decision-making	Understanding the definition of leadership and modern trends in administrative leadership		22
Oral and written test	Lectures theory	Human behavior and professional compatibility in work and organization	Understanding human behavior within the organization		23
Oral and	Lectures theory	Media and propaganda - importance - concept - characteristics - comparison	Knowing the importance of media		24

written test			and its characteristics		
Oral and written test	Lectures theory	Career guidance	Realizing the importance of career guidance		25
Oral and written test	Lectures theory	Job analysis and its impact on employee behavior	Knowing the impact of work on the behavior of the working individual		26
and written test	Lectures theory	Definition of society - its establishment and development - theories of the emergence of society	Knowing the stages of societal development and theories of their emergence		27
Oral and written test	Lectures theory	Social Organization - Characteristics of Organizations	Knowledge of social organization and its characteristics		28
Oral and written test	Lectures theory	Social relations and methods of organizing them	Understanding the responsibility of health institutions towards society		29

		Infrastructure .64	
	Course books	:Required readings Basic Texts ■ Course books ■ Other ■	
	Special programs and websites	Special requirements (including for example, workshops, periodicals, software, and (websites	
	Vocational training	Social services (including, for example, guest lectures, vocational training, and field (studies	

		Acceptance .65	
		Prerequisites	
		least number of students	
		The largest number of students	

Course Description Form

**Review of the performance of higher education institutions
(academic program review)**

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available.
. It must be linked to the programme description

Diwaniyah Technical Institute			
Health management techniques			
Community Health			
Daily work			
Second academic year			
	the total	prac tical	theore tical
	4	2	2
2023			
General objective: Providing students with general health information to enable			

Specific objective: To familiarize the student with the general conditions of human

Learning outcomes, teaching and learning methods and assessment .75

A- Knowledge and understanding

- A1- Storage procedures
- A2- Classification, indexing and arrangement of materials in warehouses
- A3- Identifying handling systems in warehouses
- A4- How to maintain warehouses and storage
- A5- Warehouse planning and design

b- Subject-specific skills

- .B1 - Give the number and date of the receipt and disbursement document
- B2 - Using symbols in ordering and classification
- B3 - Applying indexing rules to stored materials
- .B4- Use the storage card for easy access and retrieval of information

Teaching and learning methods

- Giving theoretical lectures-
- Show movies-
- Discussion-

Evaluation methods

- Oral and written test-

C- Thinking skills

- A1- Brainstorming
- A2- Visual aids

Teaching and learning methods

- Intellectual questions-
- fee-

Evaluation methods

Oral and written test-

D - General and transferable skills (other skills related to employability and
. (personal development

D1- D1- Speed of receiving information

.D2- Give the correct answer as soon as possible

D3- Apply information accurately and efficiently

D4- Ease of transferring information to others

Course structure .76

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Hours per week	The week
Oral and written test	Lectures theory	- Community health - definition - health - definition .components of health	Learn about health, its components and health services	2	the first
Oral and written test	Lectures theory	Health statistics - meaning - general method of health mortality and birth rates (health measures research - . (and indicators	Learn about the sections of statistics, sources of sample collection, and survey methods	2	the second
Oral and written test	Lectures theory	Indicators include the goal of health institutions - detection of diseases - special preventive measures - .treatment of diseases - rehabilitation of patients	Learn how to achieve the main goal of health institutions, early detection of diseases and rehabilitation of patients	2	the third
Oral and written test	Lectures theory	Public Health Concepts Five Concepts - World Health Organization	Learn about health concepts, levels and the basic items of the World Health Organization	2	Fourth
Oral and written test	Lectures theory	Public health fields - Environmental health - Definition - Components - Potable water - Methods of transmission of diseases through water - Methods .of water purification	Learn about the basic services provided by health departments and diseases transmitted through contaminated .water	2	Fifth
Oral and written test	Lectures theory	Environmental Health - Atmospheric Health - 1. Air Ventilation and its methods 3. Sewage 4. Pesticide .2 .poisoning 5. Healthy housing	the Learn about problem of pollution, environmental factors affecting	2	Sixth / Seventh

		Personal health - fresh air - hygiene - harmful habits - clothing - vaccinations - healthy ventilation, its methods and benefits	human health, pesticide poisoning, and the components of healthy housing Learn about individual health, the importance of vaccines in strengthening the body's immunity, harmful habits, and the importance of healthy ventilation		
Oral and written test	Lectures theory	Definition - Definition of food - Basic benefits of food - Healthy nutrition - Types of healthy foods - Vitamins - Diseases transmitted through food - Ways to prevent diseases - Malnutrition and its diseases	Learn about vitamins, healthy food and the most important diseases transmitted through food	2	The eighth
Oral and written test	Lectures theory	Health education - definition of importance - fields - methods and means	Recognizing the importance of health education in spreading health awareness	2	Ninth
Oral and written test	Lectures theory	Rural health - definition - services provided in the countryside - health problems in rural Iraq Mental and psychological health - Definition - Health problems in general - Health problems (adolescents and young adults) - Addiction - Alcoholic beverages and their effect on health - Drugs, opium and marijuana - Smoking - What happens to smokers - Health problems	Get to know Health services and problems in rural Iraq Identifying health problems of adolescents and young adults	2	11th/10th
Oral and written test	Lectures theory	Mental and psychological health - common mental illnesses - hysteria - headache - schizophrenia - ways to prevent them	Recognizing mental illnesses	2	twelfth

Oral and written test	Lectures theory	<p>Aging - Definition - Factors of aging - Elderly care - Common diseases among the elderly - Health services available to the elderly - Brain function - Causes of aging - Symptoms</p> <p>Disabled Health - Definition - Rehabilitation - Physical Rehabilitation - Psychological Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Physiotherapy and Psychiatry</p>	<p>Identifying factors of aging, elderly care, and common diseases in the elderly</p> <p>Learn about the rehabilitation of disabled individuals</p>	2	thirteenth / fourteenth
Oral and written test	Lectures theory	<p>Occupational health - importance - improving and developing the environment in the laboratory - means used in the health examination of the worker - protecting the worker from procedures of accidents in the laboratory - health care for injured workers - diseases common among workers - diseases resulting from physical (natural) factors</p>	<p>Identifying accidents in the laboratory and protecting workers</p>	2	fifteenth
Oral and written test	Lectures theory	<p>Endemic diseases - malaria - definition - causes - symptoms - causative agents of malaria - transmission of the disease - life cycle of the vector - disease control (monitoring, control and treatment)</p> <p>Endemic diseases - Schistosomiasis - Definition - Causes - Methods of transmission of the disease - Occurrence of the disease - Symptoms of the disease - Incubation period - Control of the disease</p>	<p>Learn about malaria, methods of control and effective treatment</p> <p>Learn about schistosomiasis and methods of control and treatment</p>	2	sixteenth / seventeenth
Oral and written test	Lectures theory	<p>Intestinal worms (hookworms) - definition - host factor - worm life - female laying eggs - time of egg hatching - worm life cycle - worm symptoms - prevention - and treatment</p>	<p>Hookworm Recognition and Treatment</p>	2	eighteenth
Oral and written test	Lectures theory	<p>Intestinal worms - pinworm - definition - worm life - female laying eggs - time of egg hatching - worm life cycle - worm symptoms - prevention - and treatment</p>	<p>Identifying the pinworm, symptoms, prevention and treatment</p>	2	nineteenth
Oral and written test	Lectures theory	<p>Intestinal worms - Ascaris worm - Definition - Host factor - Female laying eggs - Life cycle of the worm - Symptoms of the worm - Prevention - and treatment</p>	<p>the Identifying Ascaris worm, symptoms of the worm, prevention and treatment</p>	2	Twenty
Oral and written test	Lectures theory	<p>Infectious and communicable diseases (communicable diseases) - Cholera - Definition - Host factor - Incubation period of the disease - Symptoms of the disease - Methods of transmission of infection - Prevention and treatment</p>	<p>Identify cholera, symptoms, transmission methods, prevention and treatment</p>	2	twenty one

Oral and written test	Lectures theory	Communicable diseases - Mumps - Definition - Host - factor - Incubation period of the disease Symptoms of the disease - methods of transmission .of the disease - prevention and treatment	Recognizing Mumps Symptoms of the disease - prevention and .treatment	2	Twenty-second
Oral and written test	Lectures theory	Communicable diseases - polio - definition - causative agent - symptoms of the disease - methods .of transmission - prevention and treatment	Learn about polio	2	twenty-third
Oral and written test	Lectures theory	Communicable diseases - measles - definition - causative agent - incubation period of the disease - symptoms of the disease - incubation period of the disease - complications of the disease - prevention .and treatment Communicable diseases - Tuberculosis - Definition - Causative agent - Incubation period of the disease Symptoms of the disease - methods of transmission of the disease - prevention and treatment	Recognizing measles	2	twenty-fourth/twenty-fifth
Oral and written test	Lectures theory	Blood diseases - definition - components - cells - / red blood cells (production history) - blood transfusion process - blood type - shock and its .symptoms Nutritional anemia - its types - cardiovascular diseases - their causes - their types - causes of blood clotting - sources that cause heart diseases - general .prevention - the heart - its components - the arteries First aid and civil defense: Learn - Basic principles of first aid - Contents of the first aid box in the home .and health institutions	Identifying blood diseases To know more Basic principles of first aid	2	twenty-sixth/twenty-seventh
Oral and written test	Lectures theory	School Health - School Health Program within - Primary Health Care Common diseases among students - Components of the school health program - School health values - School health education - Training of school health .workers - Conducting research in school health	Learn about the school health program within primary care	2	Twenty-eighth
Oral and written test	Lectures theory	Maternity and Child Care: Importance - Health Services for Mothers - Premarital Care - Pregnancy Care - Treatment of Symptoms and Signs of Disease During Pregnancy - Full Care and Prevention of .Pregnancy Complications and Treatment	Get to know Maternal health services - premarital care - pregnancy care	2	twenty-ninth
Oral and written test	Lectures theory	Other diseases - AIDS - Bird flu - Swine flu - Vital .statistics	Identify some viral diseases, their transmission methods and treatment	2	thirty

Infrastructure .77	
Course books Community Health Dr. Talal Yassin Muhammad assistant professor	:Required readings Basic Texts ■ Course books ■ Other ■
Special programs and websites	Special requirements (including for example, workshops periodicals, software, and (websites
Vocational training	Social services (including, for example, guest lectures vocational training, and field (studies

Acceptance .78	
	Prerequisites
	least number of students
	The largest number of students

Course Description Form

Review of the performance of higher education institutions (academic program review)

Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available.
. It must be linked to the programme description

Diwaniyah Technical Institute

Health management techniques			
Community Health			
Daily work			
Second academic year			
	the total	prac tical	theore tical
	4	2	2
2023			
General objective: Providing students with general health information to enable			
Specific objective: To familiarize the student with the general conditions of human			

Learning outcomes, teaching and learning methods and assessment .88
<p>A- Knowledge and understanding</p> <p>A1- Storage procedures</p> <p>A2- Classification, indexing and arrangement of materials in warehouses</p> <p>A3- Identifying handling systems in warehouses</p> <p>A4- How to maintain warehouses and storage</p> <p>A5- Warehouse planning and design</p>
<p>b- Subject-specific skills</p> <p>.B1 - Give the number and date of the receipt and disbursement document</p> <p>B2 - Using symbols in ordering and classification</p> <p>B3 - Applying indexing rules to stored materials</p> <p>.B4- Use the storage card for easy access and retrieval of information</p>

Teaching and learning methods
Giving theoretical lectures- Show movies- Discussion-
Evaluation methods
Oral and written test-
C- Thinking skills A1- Brainstorming A2- Visual aids
Teaching and learning methods
Intellectual questions- fee-
Evaluation methods
Oral and written test-
D - General and transferable skills (other skills related to employability and .personal development D1- D1- Speed of receiving information .D2- Give the correct answer as soon as possible D3- Apply information accurately and efficiently D4- Ease of transferring information to others

Course structure .89

Evaluation method	Teaching method	Name of unit/course or topic	Required learning outcomes	Hours per week	The week
Oral and written test	Lectures theory	- Community health - definition - health - definition .components of health	Learn about health, its components and health services	2	the first
Oral and written test	Lectures theory	general method of health meaning - Health statistics - mortality and birth rates (health measures research - (and indicators	Learn about the sections of statistics, sources of sample collection, and survey methods	2	the second
Oral and written test	Lectures theory	Indicators include the goal of health institutions - special preventive measures - detection of diseases - .treatment of diseases - rehabilitation of patients	Learn how to achieve the main goal of health institutions, early detection of diseases and rehabilitation of patients	2	the third
Oral and written test	Lectures theory	Public Health Concepts Five Concepts - World Health Organization	Learn about health concepts, levels and the basic items of the World Health Organization	2	Fourth
Oral and written test	Lectures theory	Public health fields - Environmental health - Definition - Components - Potable water - Methods of transmission of diseases through water - Methods .of water purification	Learn about the basic services provided by health departments and diseases transmitted through contaminated .water	2	Fifth

Oral and written test	Lectures theory	<p>Environmental Health - Atmospheric Health - 1. Air Ventilation and its methods 3. Sewage 4. Pesticide poisoning 5. Healthy housing</p> <p>Personal health - fresh air - hygiene - harmful habits - clothing - vaccinations - healthy ventilation, its methods and benefits</p>	<p>Learn about the problem of pollution, environmental factors affecting human health, pesticide poisoning, and the components of healthy housing</p> <p>Learn about individual health, the importance of vaccines in strengthening the body's immunity, harmful habits, and the importance of healthy ventilation</p>	2	Sixth / Seventh
Oral and written test	Lectures theory	<p>Definition - Definition of food - Basic benefits of food - Healthy nutrition - Types of healthy foods - Vitamins - Diseases transmitted through food - Ways to prevent diseases - Malnutrition and its diseases</p>	<p>Learn about vitamins, healthy food and the most important diseases transmitted through food</p>	2	The eighth
Oral and written test	Lectures theory	<p>Health education - definition of importance - fields - methods and means</p>	<p>Recognizing the importance of health education in spreading health awareness</p>	2	Ninth
Oral and written test	Lectures theory	<p>Rural health - definition - services provided in the countryside - health problems in rural Iraq</p> <p>Mental and psychological health - Definition - Health problems in general - Health problems (adolescents and young adults) - Addiction - Alcoholic beverages and their effect on health - Drugs, opium and marijuana - Smoking - What happens to smokers - Health problems</p>	<p>Get to know Health services and problems in rural Iraq</p> <p>Identifying health problems of adolescents and young adults</p>	2	11th/10th

Oral and written test	Lectures theory	Mental and psychological health - common mental illnesses - hysteria - headache - schizophrenia - ways to prevent them	Recognizing mental illnesses	2	twelfth
Oral and written test	Lectures theory	Aging - Definition - Factors of aging - Elderly care - Common diseases among the elderly - Health services available to the elderly - Brain function - Causes of aging - Symptoms Disabled Health - Definition - Rehabilitation - Physical Rehabilitation - Psychological Rehabilitation - Social Rehabilitation - Vocational Rehabilitation - Physiotherapy and Psychiatry	Identifying factors of aging, elderly care, and common diseases in the elderly Learn about the rehabilitation of disabled individuals	2	thirteenth/fourteenth
Oral and written test	Lectures theory	Occupational health - importance - improving and developing the environment in the laboratory - means used in the health examination of the worker - protecting the worker from procedures of accidents in the laboratory - health care for injured workers - diseases common among workers - diseases resulting from physical (natural) factors	Identifying accidents in the laboratory and protecting workers	2	fifteenth
Oral and written test	Lectures theory	Endemic diseases - malaria - definition - causes - symptoms - causative agents of malaria - transmission of the disease - life cycle of the vector - disease control (monitoring, control and treatment) Endemic diseases - Schistosomiasis - Definition - Causes - Methods of transmission of the disease - Occurrence of the disease - Symptoms of the disease - Incubation period - Control of the disease	Learn about malaria, methods of control and effective treatment Learn about schistosomiasis and methods of control and treatment	2	sixteenth/seventeenth
Oral and written test	Lectures theory	Intestinal worms (hookworms) - definition - host factor - worm life - female laying eggs - time of egg hatching - worm life cycle - worm symptoms - prevention - and treatment	Hookworm Recognition and Treatment	2	eighteenth
Oral and written test	Lectures theory	Intestinal worms - pinworm - definition - worm life - female laying eggs - time of egg hatching - worm life cycle - worm symptoms - prevention - and treatment	Identifying the pinworm, symptoms, prevention and treatment	2	nineteenth
and written test	Lectures theory	Intestinal worms - Ascaris worm - Definition - Host factor - Female laying eggs - Life cycle of the worm Symptoms of the worm - Prevention - and - treatment	the Identifying Ascaris worm, symptoms of the worm, prevention and treatment	2	Twenty

Oral and written test	Lectures theory	Infectious and communicable diseases (communicable diseases) - Cholera - Definition - Host factor - Incubation period of the disease - Symptoms of the disease - Methods of transmission .of infection - Prevention and treatment	Identify cholera, symptoms, transmission methods, prevention and treatment	2	twenty one
Oral and written test	Lectures theory	Communicable diseases - Mumps - Definition - Host - factor - Incubation period of the disease Symptoms of the disease - methods of transmission .of the disease - prevention and treatment	Recognizing Mumps Symptoms of the disease - prevention and .treatment	2	Twenty-second
Oral and written test	Lectures theory	Communicable diseases - polio - definition - causative agent - symptoms of the disease - methods .of transmission - prevention and treatment	Learn about polio	2	twenty-third
Oral and written test	Lectures theory	Communicable diseases - measles - definition - causative agent - incubation period of the disease - symptoms of the disease - incubation period of the disease - complications of the disease - prevention .and treatment Communicable diseases - Tuberculosis - Definition - - Causative agent - Incubation period of the disease Symptoms of the disease - methods of transmission of the disease - prevention and treatment	Recognizing measles	2	twenty-fourth/ twenty-fifth
Oral and written test	Lectures theory	Blood diseases - definition - components - cells - / red blood cells (production history) - blood transfusion process - blood type - shock and its .symptoms Nutritional anemia - its types - cardiovascular diseases - their causes - their types - causes of blood clotting - sources that cause heart diseases - general .prevention - the heart - its components - the arteries First aid and civil defense: Learn - Basic principles of first aid - Contents of the first aid box in the home .and health institutions	Identifying blood diseases To know more Basic principles of first aid	2	twenty-sixth/ twenty-seventh
Oral and written test	Lectures theory	School Health - School Health Program within - Primary Health Care Common diseases among students - Components of the school health program - School health values - School health education - Training of school health .workers - Conducting research in school health	Learn about the school health program within primary care	2	Twenty-eighth
Oral and written test	Lectures theory	Maternity and Child Care: Importance - Health Services for Mothers - Premarital Care - Pregnancy Care - Treatment of Symptoms and Signs of Disease During Pregnancy - Full Care and Prevention of .Pregnancy Complications and Treatment	Get to know Maternal health services - premarital care - pregnancy care	2	twenty-ninth
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Oral and written test	Lectures theory	Other diseases - AIDS - Bird flu - Swine flu - Vital statistics	Identify some viral diseases, their transmission methods and treatment	2	thirty
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Infrastructure .90	
<p>Course books Community Health Dr. Talal Yassin Muhammad assistant professor</p>	<p>:Required readings Basic Texts ■ Course books ■ Other ■</p>
<p>Special programs and websites</p>	<p>Special requirements (including for example, workshops, periodicals, software, and (websites</p>
<p>Vocational training</p>	<p>Social services (including, for example, guest lectures, vocational training, and field (studies</p>

